Huntley Community School District 158 – Board of Education

Regular Agenda

Date: Thursday, January 20, 2022
Meeting: Regular Meeting with Closed Session as per OMA and 5ILCS120/2c
Time: 6:00 PM
Location: District Office
650 Dr. John Burkey Drive
Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.
Board of Education Members: President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Quagliano)

Call to order the Regular Meeting at __ p.m. A quorum must be met.
Roll Call: Ayes / Absent / Motion _____
Members: Mr. Quagliano, Mr. Geheren, Mr. Gentry, Mr. Cratty, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

2. **Closed Session / Roll Call (A)** (Mr. Quagliano)

Move to enter into closed session at __ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(9)** Student Disciplinary; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.
Members: Mr. Geheren, Mr. Cratty, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino
Roll Call: Ayes / Nays / Absent / Motion _____

1. **Exit or Suspend Closed Session / Voice Call (A)**

Move to exit or suspend closed session at __ p.m. and return to open session.
Voice Call: Ayes / Nays / Motion _____

3. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano) *approx. 7:00 p.m*.

Resume the Regular meeting at __ p.m.
Members: Mrs. Melendy, Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr.Cratty
Roll Call: Ayes / Absent / Motion _____

1. **Action as Required / Roll Call** (Mr. Quagliano)

Will come from the Board. **Roll Call**: Ayes / Nays /Absent / **Motion** _____
Action: Recommendation will come from the Board.
Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

4. **Pledge of Allegiance** (Mr. Quagliano)

The following students from Conley Elementary School will be leading us in the Pledge.
Tyler Fishman, Addison Hartman and London Mendez

5. **Award Presentation:**

The Cleanie Award

D158 has been voted as a Finalist in the Cleanie Award which is a national competition for a Project of the Year award which recognizes projects that add tremendous community value. These may include local economic impact, environmental impact, or carbon offset impact. From developers, investors, financial and legal experts to the corporate buyers and many more, it takes a village to get a project secured and started.

The Solar Builder Award

D158 has also been voted a finalist in The Solar Builder Award. The *Solar Builder* seeks to highlight the most outstanding Photo Voltaic projects in the solar industry each year. Any Photo Voltaic project is eligible big or small. They are looking

for innovative installations which help their community and/or sites which just look really awesome, are inventive, interesting or impactful.

6. **Academic Spotlight**
5th Grade Band and Orchestra Program
Christian Bierma, Nick Lowe, Jeff Rollins, abs Jake Walker

7. **Public Comment** (Mr. Quagliano)
As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.
8. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Quagliano)
Move to adopt the agenda as presented (or with changes).
Action: Adoption of the Agenda.
Voice Call: Ayes / Nays / Motion _____
9. **Associate Superintendent's Report (R)** (Ms. Lombard)
Updates will be provided at this time.
Recommendation: For informational purposes only.
10. **Assistant Superintendent Learning and Innovation (R)** (Dr. Schlichter)
Updates will be provided at this time.
Recommendation: For informational purposes only.
11. **Assistant Superintendent of Special Services (R)** (Dr. del Castillo)
Updates will be provided at this time.
Recommendation: For informational purposes only.
12. **Assistant Superintendent for Elementary Learning and Innovation (R)** (Dr. MacCrindle)
Updates will be provided at this time.
Recommendation: For informational purposes only.
13. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)
Updates will be provided at this time.
Recommendation: For informational purposes only.

1. **Levy Year 2021 Abatement Discussion (R)** (Mr. Altmayer) **6**
Discussion surrounding the future debt abatement of property taxes.
Recommendation: For informational purposes only.

2. **Purchase of General Obligation Bonds - Series 2022A (R)** Mr. Altmayer **9**
During the month, the District finalized another phase of the District's Debt Restructuring Plan. During the month we finalized and accepted the lowest bid for the purchase of $11.8M of Series 2022A General Obligation Refunding Tax Exempt School Bonds. The Bond will be purchased pursuant to the provisions of a Forward Bond Purchase Agreement and has been executed by locking in the rate and terms of the Bond. The Bond will be issued on the Closing Date of October 7, 2022. The Bonds bear interest at a 1.92% and mature in February 2029, with varying principal payments from February 2026 to February 2029.
Recommendation: For informational purposes only.

3. **Monthly Fiscal Updates (R)** (Mr. Altmayer) **10**
Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.
Recommendation: For informational purposes only.

4. **Revenue & Expenditures Report (R)** (Mr. Altmayer) **21**
Monthly report for review and comment.
Recommendation: For informational purposes only.

14. **Assistant Superintendent of HR Report (R)** (Dr. Zehr)
Updates will be provided at this time.
Recommendation: For informational purposes only.

15. **Chief Technology Officer (R)** (Dr. Budzynski)
Updates will be provided at this time.
Recommendation: For informational purposes only.
16. **Community Relations & Student Outreach** (Mrs. Melendy-Chair, Mr. Geheren, Mrs. Maiorino)
    1. **Freedom of Information Act (FOIA) Requests (R)** **40**
    A monthly report on the FOIA requests is provided in the packet.
    Recommendation: For informational purposes only.
17. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Cratty, Mr. Quagliano)
    1. **O&M updates (R)** (Mr. Renkosik) **42**
    Mr. Renkosik will provide the O&M Updates.
    Recommendation: For informational purposes only.

18. **Superintendents Report** (Dr. Rowe)
    1. **Donations:**
    Heineman Middle School received a $1000.00 donation for their Music Department from Carrie McCabe.
    Huntley HS received a $500.00 from Uncharted Learning, NFP to be used for the Incubator Program.
    Huntley HS received a $5000.00 from FYH Bearing Units USA Inc to be used for the Incubator Program.
19. **President's Report** (Mr. Quagliano)
20. **Legislation Committee (R)** (Mr. Cratty- Chair, Mrs. Melendy Mrs. Maiorino)
Recommendation: For informational purposes only.
    1. **Legislative Updates (R)** (Mr. Cratty)
    Mr. Cratty will provide legislative updates.
    Recommendation: For informational purposes only
21. **Action Items / Roll/ Voice Call** (Mr. Quagliano)
Action items require a motion and a second; discussion if needed; and roll or voice call.
    1. **Board of Education** (Mr. Quagliano)
        1. **Minutes (A)** **44**
        The following minutes are presented for approval.
        Roll Call: Ayes / Nays / Motion _____
        Recommendation: Seeking approval of the Board as presented.

        2. **Graduation Event Location Agreement (A)** (Dr. Rowe) **52**
        Dr. Rowe will present an agreement with NIU for consideration to host 2022-2024 Huntley High School's Graduation Event.
        Roll Call: Ayes / Nays / Motion _____
        Recommendation: Administration is recommending the board approve the agreement with NIU to host Huntley High School's graduation ceremony.

    2. **Human Resources Committee** (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)
        1. **HR Personnel (A)** (Dr. Zehr) **78**
        Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.
        Roll Call: Ayes / Nays / Motion _____
        Recommendation: Seeking approval of the Board as presented.

        2. **Administrative Assistant Food Services Job Description (A)** (Dr. Zehr) **81**
        Seeking approval of the Board as presented.
        Roll Call: Ayes / Nays / Motion _____
        Recommendation: Seeking approval of the Board as presented.
        3. **MOU HESPA Substitute (A)** (Dr. Zehr)
        Seeking approval of the Board as presented.

Roll Call: Ayes / Nays / Motion _____
Recommendation: Seeking approval of the Board as presented.

4. **MTSS Facilitator Job Description (A)** (Dr. Zehr) **86**
Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion _____
Recommendation: Seeking approval of the Board as presented.

3. **Finance Committee** (Mr. Quagliano-chair, Mr. Cratty, Mr. Gentry)

1. **Payables (A)** (Mr. Altmayer) **89**
Mr. Altmayer will seek approval of the Purchase Orders issued at $5,193,498.16; Accounts Payable issued at $3,545.01; Imprest issued at $193,557.21 and Disbursements issued at $19,786,905.29, as presented.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion __

2. **2016 Debt Refunding Abatement Resolution #2022-01-01 (A)** (Mr. Altmayer) **221**
Seeking approval of the Board, to abate $472,331.00 by the Resolution providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of the District, and abating a portion of the taxes heretofore levied for the year 2021 for said bonds.
Roll Call: Ayes / Nays / Motion _____
Recommendation: Seeking approval of the Board as presented.

3. **Designation of Person to Prepare a Tentative Budget Resolution #2022-01-02 (A)** (Mr. Altmayer) **231**
A resolution seeking appointment of Mr. Altmayer as the person to prepare a Tentative Budget of the Board will be presented.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion _____

4. **Establish the Fiscal Year - Resolution #2022-01-03 (A)** (Mr. Altmayer) **233**
Administration is seeking approval of the Board to establish a fiscal year for Huntley Community SD158 as per 105ILCS 5/17-1, for the period of July 1, 2022 through June 30, 2023.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion _____

5. **Resolution to Escrow Funds for Future Abatement - Resolution #2022-01-04 (A)** (Mr. Atlmayer) **235**
Seeking approval of the Board to restrict and escrow $11,665,000 as defined in the attached Resolution as well as approve the future Certificate of Reduction of Taxes as noted in section 3 of the attached resolution.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion _____

6. **Equipment Declared as Surplus (A)** (Mr. Altmayer) **248**
Mr. Altmayer is requesting the approval of a list to be declared as surplus that are either non-functional or which have exceeded their useful life for the District.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes /Nayes /Motion _____

4. **Policy Committee (A)** (Mrs. Maiorino-chair, Mr. Geheren, Mr. Troy)

1. **Policy Updates (A)** **265**
Attached are the Recommended Changes for Board Policy
PRESS Updates - November 2021, Issue 108
Roll Call: Ayes / Nays / Motion _____
Recommendation: Seeking approval of the Board as presented.

5. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)

1. **Track Resurfacing Bid # 2021-45(A)** (Mr. Renkosik) **721**
At the August 5, 2021 Committee of the Whole meeting of the District 158 Board of Education, the Administration presented the Board with an updated O&M Life Cycle Deferred Maintenance capital projects report which included Track Resurfacing at Marlowe Middle School to be done in

FY24 and Heinemann MiddleSchool Track Resurfacing in FY23. However, at this time, Marlowe Middle School's track surface is showing significantly more signs of wear than Heinemann Middle School's track.
On November 19, 2021, a bid specification for a track resurfacing project at Marlowe Middle School was released.
Roll Call: Ayes / Nays / Motion _____
Recommendation: Seeking approval of the Board as presented.

2. **Replacement Truck Purchase (A)** (Mr. Renkosik) **723**
At the August 5, 2021 Committee of the Whole meeting of the District 158 Board of Education, the Administration presented the Board with an updated O&M Life Cycle Deferred Maintenance capital projects report which included replacement of a pickup truck which the O&M Department staff utilize for snow and ice management services and day to day maintenance operations.
Roll Call: Ayes / Nays / Motion _____
Recommendation: Seeking approval from the board as presented.

22. **Adjournment (A)** (Mr. Quagliano)
Motion to adjourn the meeting at __ p.m.
Voice Call: Ayes / Nays / Motion _____

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

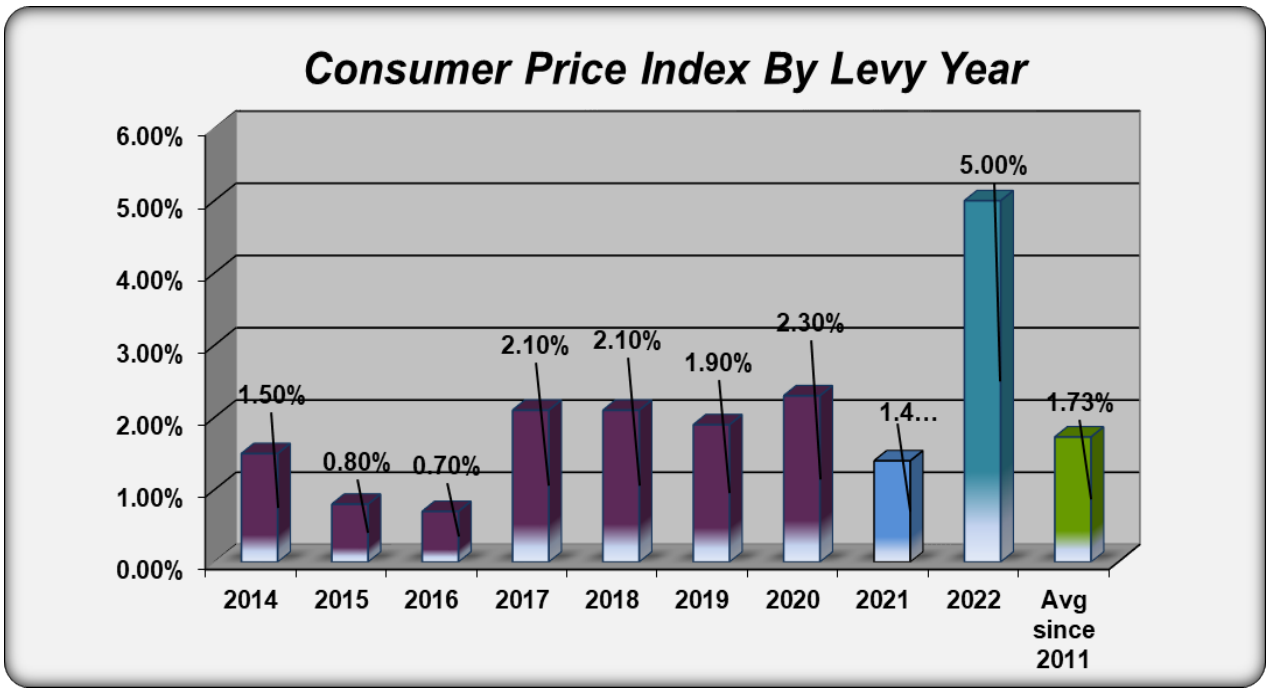
To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: January 20, 2022

Subject: **Levy Year 2021 Abatement Discussion**
Board of Education Meeting, January 20, 2022

As discussed in previous Board meetings, as a result of the Fiscal Year 2021 Operating Surplus as of June 30, 2021, in an effort to minimize tax impact to the community, the Board agreed to utilize $700k of the surplus to abate future property taxes. ***The discussion point here is when is the best time to utilize this abatement to provide tax relief to the community?*** Below, as shared last month at the Levy Hearing, is the Consumer Price Index (CPI) by Levy Year as well as next year's increase in accordance with the Property Tax Extension Limitation Law (PTELL). Property taxes to the community are driven by the annual increase in CPI/PTELL as well as the annual increase in the District's Bond & Interest payments due.



This year's levy, the 2021 operating levy, in accordance with PTELL is increasing by 1.4%. In addition, last week we learned that the CPI for 2022 came in at 7%. That said, in accordance with PTELL, the annual tax increase is limited to 5% or the rate of inflation, whichever is less. Thus, 5% will be used for levy year 2022.

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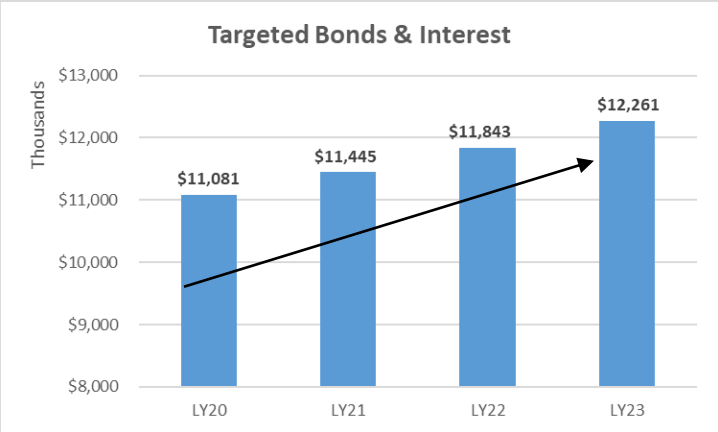
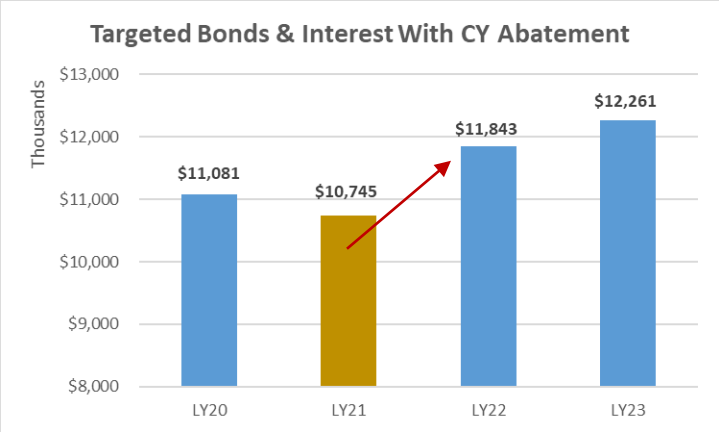
A few points to consider:

An abatement here is a one-year decrease to Bond & Interest. As a result, this would also cause a larger percentage increase in Bond & Interest for next year. This point is illustrated below and in Scenario 1. Additional scenarios are noted for consideration.

A Debt Abatement illustration follows:



Current Bond & Interest outlines an approximate 3.5% increase per year.



With a ($700k) abatement in LY21, the increase in Bond & Interest in LY22 approximates 10.2%.

Scenario 1 – Current Year Abatement

By decreasing the current year's Bond & Interest by $700k, the abatement would provide for an approximate .85% decrease in property taxes, resulting in an approximate $43 decrease for someone with a $300,000 market value home.

With next year's proposed extension increase of 5% in accordance with PTELL, combined with a current year ($700,00k) abatement, next year's estimated increase in taxes, excluding new construction, would approximate a 5.7% increase.

Scenario 2 – Next Year, Levy Year 2022 Abatement

Currently, with a 5% increase in the operating tax rate, combined with the 3.5% increase in Bond & Interest, excluding new construction, the overall increase to the extension for Levy Year 2022 approximates 4.7%.

Utilizing the ($700,000k) abatement for levy year 2022, with the 5% PTELL increase, excluding new construction, the overall increase to the extension for Levy Year 2022 is reduced to approximately 3.9%.

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Scenario 3 – Next Year, Levy Year 2022 *Increased* Abatement

Utilizing the ($700,000k) abatement, and increasing it by $300,000 for a ($1,000,000M) total abatement for levy year 2022, with the 5% PTELL increase, excluding new construction, the overall increase to the extension for Levy Year 2022 is reduced to approximately 3.56%.

Scenario 3a – Next Year, Levy Year 2022 *Increased* Abatement

As a result of Scenario 3, if the District were to abate ($1,000,000M), and CPI in levy year 2023 is 2%, the estimated total levy year 2023 extension increase, excluding new construction, approximates 3.4%. If CPI comes in higher than 2% for levy year 2023, the District can opt to provide for an additional abatement to reduce this impact. This enables the District to continue to provide a benefit to the community while smoothing out the impact of a higher than average CPI on property taxes.

For discussion purposes only

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

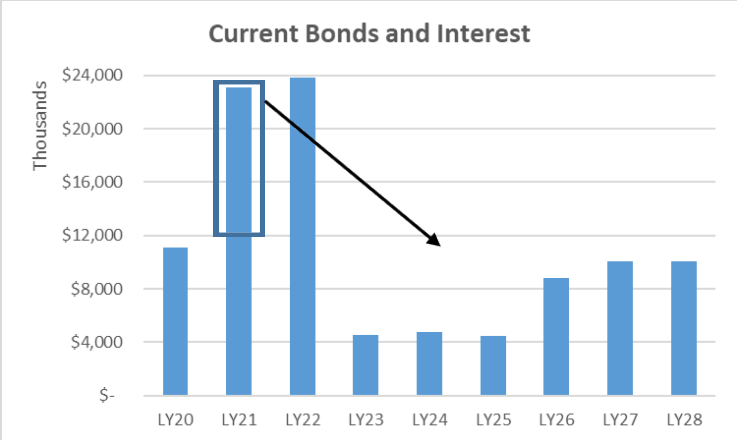
Date: January 20, 2022

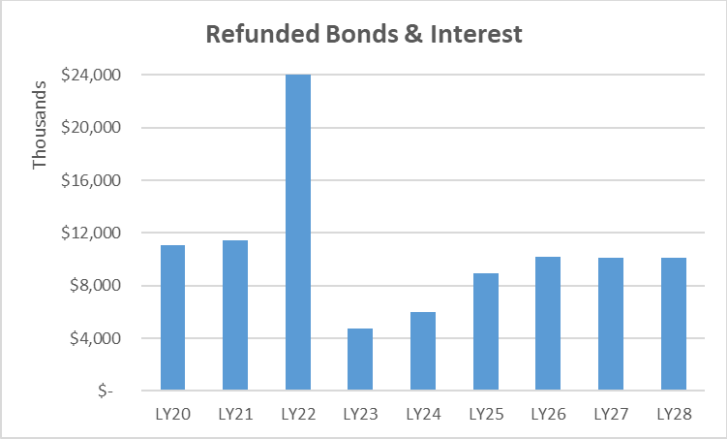
Subject: **Purchase of General Obligation Bonds – Series 2022A**
Board of Education Meeting, January 20, 2022

During the month, the District finalized another phase of the District's Debt Restructuring Plan. At the start of the fiscal year, with the Board's approval of the Parameter's Resolution, we finalized and accepted the lowest bid for the purchase of $11.8M of Series 2022A General Obligation Refunding Tax Exempt School Bonds with PNC Bank. The Bond will be purchased pursuant to the provisions of a Forward Bond Purchase Agreement and has been executed by locking in the rate and terms of the Bond. The Bond will be issued on the Closing Date of October 7, 2022. The Bonds bear interest at a 1.92% and mature in February 2029, with varying principal payments from February 2026 to February 2029.

The Parameter's Resolution approved in July, 2021 provided that at least two out of the following designees: The President and the Vice President of the Board and the School Treasurer (the "Designated Representatives") are hereby authorized to proceed not later than the 15th day of January, 2022, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution.

Visually, the restructuring reduces the levy year 2021 "wall" and shifts these principal payments to Levy Years 2026 to 2029.





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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 21, 2022

Subject: **Monthly Fiscal Updates**
January 20, 2022

Listed below are major tasks and/or projects the Fiscal Department has been working on during the month.

GENERAL

During the month, Fiscal's primary projects included:

- ✓ **IDEA Grant Funding Update –** During the month, final allocations of the IDEA Grants (Flow Through and Preschool) were received, and both grants increased by 12.5%, $162k and $700, respectively.

- ✓ **IDEA Grant ARP Update –** In addition, during the month, the District received information from ISBE regarding an additional allocations of IDEA dollars, all associated with the American Rescue Plan (ARP). The district received an additional allocation of $400,922 for the IDEA Part B Flow Through Grant and $39,697 of IDEA part B Preschool Grant. The increase in the IDEA Flow Through Grant approximates a 27.5% increase from $1.453M to $1.854M and a 600% increase in the Preschool grant from $6,548 to $46,245. We believe the allowable use of these funds follow all requirements under the umbrella of the IDEA Part B Grant. That said, we are waiting for additional information from ISBE.

- ✓ **Filing of the Levy** – Filed the District 2021 Levy with both Kane and McHenry Counties.

- ✓ **FY23 Budget and 5 Year Plan –** During the month, Administration has begun the process of accumulating data to begin the FY23 Budget as well as the 5 Year Plan. The first draft of the budget and plan will be presented in the upcoming months. We will keep the Board apprised.

- ✓ **Annual Statement of Affairs Filed –** Each year, Section 105 ILCS 5/10-17 of the school code requires "…a statement of the affairs (for the prior year) of the District" shall be published in the newspaper prior to December 1st. The cost of publishing the Statement of Affairs approximates $2-3k. A waiver for FY20- FY22 was approved in early 2019. We will be filing for another waiver in December of 2022.

- ✓ **Medicaid Free Care -** Last year at this time, we discussed the push for Medicaid Free Care, which includes reimbursement for Medicaid eligible students that DO NOT have an IEP. That effort is moving forward with the State's Special Purpose Amendment (SPA) being submitted to CMS (Centers for Medicaid Services) for approval. The SPA will be

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retroactive to the beginning of the year, July 1, 2021.

✓ **Year-end Tax Documents** – Payroll and Accounting are finalized the process of pulling together information to prepare the District's yearend tax documents, such as W-2, and 1099's.

SPECIFIC TASKS TO ADDRESS DURING FEBRUARY:

- **February 1** – Statement of Economic Interests: Alphabetical list of names and addresses of board members and school employees required to file the Statement must be prepared by the chief administrative officer, or his or her designee (usually the Superintendent or Business Official). The list is to be certified and then sent to the county clerk (5 ILCS 420/4A-106). Each individual must file the Statement on or before May 1st with the county clerk (5 ILCS 420/4A-105).

COMING UP IN MARCH:

- **March 4** – Filing of Pupil Approval and IDEA Child Count (Private Facility, Excess Cost, Orphanage).

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 20, 2022

Subject: **Activity Fund Balance Report**
Board of Education Meeting – January 20, 2022
Finance Committee

Presented for the Board's review is the Activity Fund Balance Report as of November 30, 2021.

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November 30, 2021 Financial Executive Summary - Activity Accounts

The Month to Date results are as follows:

Activity Accounts by Building/Class	Beginning Balance	Revenues	Expenses	Ending Balance
District Office	$ 91,602.36	$ 1,383.19	$ 650.91	$ 92,334.64
Scholarships	20,580.89	-	-	20,580.89
D158 Foundation	(1,325.57)	2,304.00	73.00	905.43
Early Childhood	3,892.76	-	-	3,892.76
Gifted	-	-	-	-
Mackeben	17,660.56	38.51	61.00	17,638.07
Heineman	47,213.92	2,209.93	1,975.43	47,448.42
Conley	14,246.76	19.14	1,040.02	13,225.88
Chesak	23,438.67	-	1,483.28	21,955.39
Leggee	15,786.49	48.12	496.06	15,338.55
Martin	38,406.96	9,211.73	8,806.81	38,811.88
Marlowe	119,498.39	22,151.50	27,992.19	113,657.70
High School Athletics	288,815.15	37,342.11	30,817.63	295,339.63
High School Activities	321,111.41	13,921.42	31,219.27	303,813.56
Total All Funds	**$ 1,000,928.75**	**$ 88,629.65**	**$ 104,615.60**	**$ 984,942.80**

The material transactions involving Revenues and Expenditures for the month are as follows:

Martin: The majority of the ($9,200) of revenue as well as the ($8,800) of expenditures were attributed to the Library book fair.

Marlowe: The majority of the $22,200 of revenue was from Chorus/Band fundraiser $19,900, and Volleyball tournament tickets $1,500. The majority of the ($28,000) of expenditures was for Chorus/Band cookie dough fundraiser $18,500, PE uniform apparel ($6,000), Athletics department jackets ($1,700), and Cheerleading bows & invite entry fee ($750).

High School Athletics: The majority of the $37,300 of revenue was from Poms $14,700, Cheerleading $7,000, Girls Basketball $4,800, Boys Basketball $3,100, Athletics $3,000, Football $1,500, Boys Golf $1,300, and Girls Track $600. The majority of the ($30,800) of expenditures was for Girls Volleyball fundraiser ($8,800), Soccer apparel, equipment, & supplies ($5,900), Football team meals, equipment, & supplies ($5,700), Poms competition music mix and supplies ($2,800), Cheerleading competition music mix & supplies ($2,000), Boys Cross Country state qualifiers lodging, meals, & apparel ($1,700), Girls Golf tournament greens fees ($1,500), and Swimming sectional apparel & supplies ($600).

High School Activities: The majority of the $13,900 of revenue was from PE $4,400, Drama Club $1,800, Fishing Club $1,700, Dean's Activity $1,400, FBLA $900, Student Council $700, and Muical $600. The majority of the ($31,200) of expenditures was for Student Council 2023 Prom venue deposit ($6,700), Tech & Ind Arts supplies ($5,600), Journalism supplies & printing ($4,800), Robotics Club equipment & supplies ($4,000), PE skating trip & uniform apparel ($3,800), Drama Club Theatre Festivl registration ($1,700), Bloom's Courtyard supplies ($1,400), and Marching Band conference lodging & car rental ($900).

For further detail, see attached list of major cash expenditures and revenues received.

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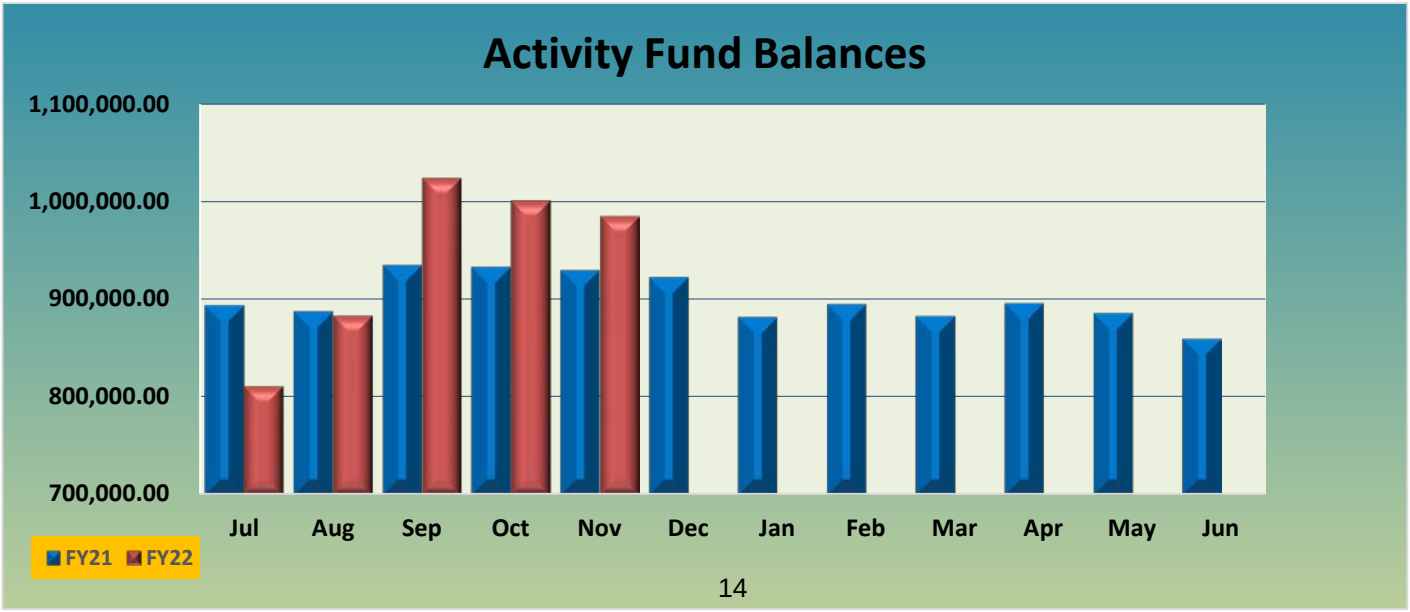
November 30, 2021 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures		Description	Major Revenues Received	
Huntley Community School Dist 158	22,389.65	P-Card charges (9/21 - 10/20)	Marlowe Chorus/Band	19,919.00
Fundraising Manager	17,884.80	Marlowe Chorus/Band fundraiser	HS Pom Pons	14,724.00
Scholastic Book Fairs	8,727.81	Martin Library book fair	Martin Library	9,143.19
Effinger Consulting LLC	8,232.00	HS Girls Volleyball fundraiser	HS Cheerleading	7,000.00
Edge Sports Apparel, The	6,323.50	HS Boys Soccer apparel	HS Girls Basketball	4,771.00
Huntley Community School Dist 158	6,050.00	Marlowe PE uniform purchae	HS PE	4,407.00
Hyatt Regency O`Hare	6,000.00	Deposit for 2023 HS Prom venue	HS Boys Basketball	3,069.00
Zimolzak, Matt	3,846.20	HS Football team/senior dinners	HS Athletic Varsity	2,998.11
iDesign Solutions	3,775.63	HS Robotics Club supplies	Foundation Grants	2,304.00
Huntley Community School Dist 158	3,669.90	IL unclaimed property	HS Drama Club	1,844.75
Skatetime School Programs Inc	2,708.00	HS PE outing	HS Fishing Club	1,725.00
European Sports	2,569.00	HS Soccer supplies & equipment	Marlowe Volleyball	1,515.00
Kang, Michael	1,875.00	HS Cheerleading music mix	HS Football	1,495.00
Dance N Tees	1,726.50	HS Poms shoes & tights	HS Dean Activity	1,363.77
Castle PrinTech	1,679.11	HS Newspaper printing cost	District In & Out	1,296.00
Illinois State University - Conference Svcs	1,589.40	HS Drama Club Theatre Fest reg.	HS Boys Golf	1,260.00
Boone Creek Golf Club	1,450.00	HS Girls Golf tourney greens fees	HS FBLA	895.75
AIA Services LLC	1,080.66	HS PE & Swimming apparel	Heineman Snow Hawks	715.00
Select Screen Prints & Embroidery Inc	764.73	HS Jazz Band spirit wear	HS Student Council	670.00
UNICEF USA	670.00	HS STUCO fundraiser donation	HS Musical	645.00
Salazar, Brian	600.00	HS Poms music mix	Heineman Boys Basketball	640.00



The above chart shows the aggregated fund balances for all Student Activity Accounts for the current and prior years.

Fund Balance Report

Printed: 12/13/2021 11:41 AM

Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
100	District In & Out	0.00	1,296.00	4,775.72	2,054.40	(2,721.32)	3,650.42	929.10
101	Interest/Service Charge	0.00	87.19	5.00	514.78	509.78	62,843.21	63,352.99
102	District Pepsi Account	650.91	0.00	2,438.31	3,168.68	730.37	12,699.44	13,429.81
104	Activity Food Service	0.00	0.00	0.00	0.00	0.00	3,726.24	3,726.24
105	District Recycling	0.00	0.00	220.93	0.00	(220.93)	5,345.50	5,124.57
111	Huntley Hootenanny	73.00	0.00	7,473.57	5,000.00	(2,473.57)	1,000.00	(1,473.57)
112	Foundation Grants	0.00	2,304.00	0.00	2,304.00	2,304.00	75.00	2,379.00
113	Schaffenegger Memorial	0.00	0.00	0.00	0.00	0.00	20,580.89	20,580.89
118	Gifted Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1202	Mackeben Pop	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1203	Mackeben Recycling	0.00	0.00	0.00	(3,551.21)	(3,551.21)	3,551.21	0.00
1204	Mackeben Art	0.00	0.00	0.00	0.00	0.00	2,403.49	2,403.49
1205	Mackeben Reading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1209	Mackeben Field Trips	0.00	0.00	0.00	0.00	0.00	4,816.46	4,816.46
1210	Mackeben Library	0.00	38.51	0.00	113.06	113.06	5,670.75	5,783.81
1212	Mackeben Market Day	0.00	0.00	0.00	0.00	0.00	526.40	526.40
1240	Mackeben In & Out	61.00	0.00	1,437.90	3,601.21	2,163.31	1,944.60	4,107.91
1400	Heineman LRC	575.74	44.94	881.55	181.80	(699.75)	1,398.87	699.12
1401	Heineman Snow Hawks	0.00	715.00	0.00	715.00	715.00	627.12	1,342.12
1402	Heineman Play	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1403	Heineman Yearbook	0.00	0.00	3,068.88	1,320.00	(1,748.88)	2,143.25	394.37
1404	Heineman PBIS	0.00	0.00	0.00	0.00	0.00	5.21	5.21
1405	Heineman Service Club	0.00	0.00	0.00	0.00	0.00	16.08	16.08
1406	Heineman Chorus/Band	60.00	0.00	2,165.62	1,180.00	(985.62)	3,503.58	2,517.96
1407	Heineman Wrestling	0.00	0.00	0.00	0.00	0.00	102.31	102.31
1408	Heineman Cheerleading	25.00	304.00	25.00	1,664.00	1,639.00	1,014.54	2,653.54
1409	Heineman Track	0.00	0.00	0.00	0.00	0.00	917.38	917.38
1410	Heineman Charitable Contributions	0.00	0.00	0.00	0.00	0.00	1,195.87	1,195.87
1411	Heineman Cross Country	0.00	0.00	0.00	0.00	0.00	153.53	153.53
1412	Heineman Volleyball	0.00	0.00	856.00	888.00	32.00	81.41	113.41
1413	Heineman PE	0.00	0.00	0.00	0.00	0.00	852.29	852.29
1414	Heineman Student Council	0.00	0.00	0.00	0.00	0.00	856.46	856.46
1416	Heineman Poms	255.50	0.00	255.50	391.00	135.50	34.97	170.47
1417	Heineman Girls Basketball	0.00	0.00	0.00	0.00	0.00	63.16	63.16
1418	Heineman Outdoor Activity	60.00	150.00	7,600.00	21,631.00	14,031.00	5,381.31	19,412.31
1419	Heineman Athletics	95.37	0.00	245.37	187.00	(58.37)	1,807.11	1,748.74

Fund Balance Report

Printed: 12/13/2021 11:41 AM

Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
1420	Heineman Boys Basketball	610.00	640.00	610.00	640.00	30.00	1,442.88	1,472.88
1421	Heineman Ecology Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1422	Heineman Computer Lab	0.00	0.00	0.00	0.00	0.00	743.24	743.24
1423	Heineman Art Club	0.00	0.00	0.00	100.00	100.00	979.22	1,079.22
1425	Heineman Engineering Club	0.00	0.00	0.00	0.00	0.00	64.34	64.34
1440	Heineman In & Out	106.10	0.00	106.10	218.00	111.90	453.77	565.67
1441	Heineman Foods Club	42.40	28.00	42.40	46.00	3.60	1,210.74	1,214.34
1442	Heineman Board Game Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1461	Heineman 6th Grade Team 1	0.00	54.67	0.00	54.67	54.67	0.10	54.77
1462	Heineman 6th Grade Team 2	0.00	54.67	0.00	54.67	54.67	0.00	54.67
1471	Heineman 7th Grade Team 1	0.00	54.66	0.00	54.66	54.66	3,771.63	3,826.29
1472	Heineman 7th Grade Team 2	0.00	54.66	0.00	54.66	54.66	132.05	186.71
1480	Heineman 8th Grade Trips	0.00	0.00	0.00	0.00	0.00	3,340.89	3,340.89
1481	Heineman 8th Grade Team 1	145.32	54.67	195.32	194.67	(0.65)	90.00	89.35
1482	Heineman 8th Grade Team 2	0.00	54.66	50.00	54.66	4.66	1,537.06	1,541.72
1701	Conley School Store	137.76	0.00	137.76	0.00	(137.76)	2,962.32	2,824.56
1702	Conley Pop	0.00	19.14	524.78	63.11	(461.67)	562.39	100.72
1703	Conley Recycling	0.00	0.00	0.00	0.00	0.00	106.94	106.94
1704	Conley PBIS	0.00	0.00	0.00	0.00	0.00	2.00	2.00
1706	Conley Band	0.00	0.00	0.00	0.00	0.00	372.92	372.92
1707	Conley Jean Fund	0.00	0.00	289.95	0.00	(289.95)	309.19	19.24
1708	Conley Disc Golf Club	395.82	0.00	805.82	999.00	193.18	0.00	193.18
1709	Conley Field Trips	166.44	0.00	573.05	0.00	(573.05)	2,692.91	2,119.86
1710	Conley Library	340.00	0.00	340.00	0.00	(340.00)	1,315.63	975.63
1712	Conley Art	0.00	0.00	0.00	0.00	0.00	1,519.17	1,519.17
1713	Conley Yearbook	0.00	0.00	0.00	0.00	0.00	2,043.55	2,043.55
1740	Conley In & Out	0.00	0.00	1,682.07	2,491.60	809.53	2,138.58	2,948.11
195	LIGHT Program	0.00	0.00	0.00	0.00	0.00	1,506.34	1,506.34
196	Music Camps District-wide	0.00	0.00	0.00	0.00	0.00	3,714.02	3,714.02
197	Pre-K Fieldtrips	0.00	0.00	0.00	0.00	0.00	0.00	0.00
198	MS Orchestra District-wide	0.00	0.00	0.00	0.00	0.00	551.57	551.57
199	Preschool	0.00	0.00	264.36	0.00	(264.36)	4,157.12	3,892.76
202	Chesak Pop	175.53	0.00	357.24	51.04	(306.20)	310.98	4.78
203	Chesak Recycling	0.00	0.00	0.00	0.00	0.00	171.34	171.34
204	Chesak Art	0.00	0.00	0.00	0.00	0.00	2,034.87	2,034.87
205	Chesak Yearbook	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fund Balance Report

Printed: 12/13/2021 11:41 AM

Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
206	Chesak Music	1,307.75	0.00	1,307.75	0.00	(1,307.75)	5,364.21	4,056.46
209	Chesak Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	Chesak Library	0.00	0.00	8,968.04	8,918.56	(49.48)	10,725.77	10,676.29
212	Chesak Dine & Share	0.00	0.00	28.25	0.00	(28.25)	310.70	282.45
240	Chesak In & Out	0.00	0.00	4,774.61	692.71	(4,081.90)	8,811.10	4,729.20
301	Leggee School Store	0.00	0.00	0.00	0.00	0.00	9,415.46	9,415.46
302	Leggee Pop	0.00	48.12	0.00	93.84	93.84	54.54	148.38
303	Leggee Recycling	0.00	0.00	0.00	0.00	0.00	15.92	15.92
304	Leggee Art	0.00	0.00	0.00	0.00	0.00	1,481.33	1,481.33
306	Leggee Fundraisers	0.00	0.00	519.00	0.00	(519.00)	679.05	160.05
307	Leggee Donations & Grants	0.00	0.00	0.00	0.00	0.00	1,940.52	1,940.52
308	Leggee Music	0.00	0.00	0.00	0.00	0.00	416.21	416.21
309	Leggee Field Trips	0.00	0.00	0.00	0.00	0.00	1,021.44	1,021.44
310	Leggee Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311	Leggee Recreation	0.00	0.00	166.50	0.00	(166.50)	459.09	292.59
313	Leggee Yearbook	496.06	0.00	1,046.06	0.00	(1,046.06)	1,430.40	384.34
340	Leggee In & Out	0.00	0.00	38.64	0.00	(38.64)	100.95	62.31
400	Marlowe LRC	0.00	0.00	200.54	0.00	(200.54)	1,216.51	1,015.97
401	Marlowe Pop	472.28	312.50	912.07	1,065.09	153.02	1,555.14	1,708.16
402	Marlowe Fundraiser Funds	0.00	0.00	0.00	0.00	0.00	404.25	404.25
403	Marlowe Yearbook	1,728.00	0.00	1,984.33	180.00	(1,804.33)	14,486.56	12,682.23
404	Marlowe School Store	0.00	0.00	0.00	1,470.00	1,470.00	2,338.65	3,808.65
405	Marlowe Student Council	25.00	0.00	25.00	0.00	(25.00)	356.74	331.74
406	Marlowe Chorus/Band	18,475.51	19,919.00	18,475.51	21,535.00	3,059.49	6,440.41	9,499.90
407	Marlowe Wrestling	0.00	0.00	0.00	500.00	500.00	1,260.71	1,760.71
408	Marlowe Cheerleading	753.66	0.00	1,850.22	2,148.00	297.78	2,112.83	2,410.61
409	Marlowe Track	0.00	0.00	0.00	0.00	0.00	84.47	84.47
410	Marlowe Spanish Club	0.00	0.00	0.00	0.00	0.00	162.44	162.44
411	Marlowe Cross Country	0.00	0.00	200.00	200.00	0.00	14.71	14.71
412	Marlowe Volleyball	0.00	1,515.00	1,755.00	2,999.00	1,244.00	1,466.93	2,710.93
413	Marlowe Philanthropy	0.00	0.00	0.00	0.00	0.00	6,464.47	6,464.47
414	Marlowe Academic Club	0.00	0.00	0.00	0.00	0.00	1.68	1.68
415	Marlowe Play	0.00	0.00	398.00	0.00	(398.00)	444.37	46.37
416	Marlowe Service Club	24.99	0.00	24.99	0.00	(24.99)	1,594.30	1,569.31
417	Marlowe Girls Basketball	0.00	0.00	0.00	0.00	0.00	755.35	755.35
418	Marlowe Outdoor Activity	134.72	0.00	13,704.72	36,300.00	22,595.28	9,061.73	31,657.01

Fund Balance Report

Printed: 12/13/2021 11:41 AM

Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
419	Marlowe Athletics	(29.98)	0.00	192.93	0.00	(192.93)	4,013.49	3,820.56
420	Marlowe Boys Basketball	0.00	0.00	0.00	0.00	0.00	9,930.93	9,930.93
421	Marlowe Science	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422	Marlowe Tech Lab	0.00	0.00	0.00	0.00	0.00	139.97	139.97
423	Marlowe Art Class	140.13	0.00	140.13	810.00	669.87	3,292.58	3,962.45
424	Marlowe PE	6,050.00	0.00	6,050.00	0.00	(6,050.00)	9,378.44	3,328.44
425	Marlowe Ecology	0.00	0.00	0.00	0.00	0.00	1,156.11	1,156.11
426	Marlowe Poms	0.00	80.00	2,194.78	2,630.00	435.22	7,663.82	8,099.04
427	Marlowe Musical	0.00	0.00	0.00	0.00	0.00	560.96	560.96
428	Marlowe Explorers Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440	Marlowe In & Out	217.88	325.00	1,039.54	677.00	(362.54)	2,368.56	2,006.02
441	Marlowe Foods Club	0.00	0.00	0.00	75.00	75.00	186.53	261.53
461	Marlowe 6th Grade	0.00	0.00	1,521.50	0.00	(1,521.50)	1,574.45	52.95
471	Marlowe 7th Grade	0.00	0.00	154.02	0.00	(154.02)	257.09	103.07
481	Marlowe 8th Grade	0.00	0.00	714.62	0.00	(714.62)	3,861.33	3,146.71
500	HS Digital Photography	0.00	0.00	0.00	0.00	0.00	0.00	0.00
501	HS Raider Nation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502	HS Art	0.00	0.00	0.00	0.00	0.00	543.31	543.31
503	HS Yearbook	47.77	511.00	464.27	2,939.00	2,474.73	8,711.87	11,186.60
504	HS Girls Cross Country	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505	HS Student Council	6,670.00	670.00	10,392.99	51,056.00	40,663.01	2,216.65	42,879.66
506	HS Chorus	0.00	250.00	0.00	250.00	250.00	345.53	595.53
507	HS Color Guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
508	HS Pop	0.00	202.15	605.07	768.40	163.33	1,182.24	1,345.57
509	HS Math Club	0.00	0.00	157.65	100.00	(57.65)	311.57	253.92
510	HS Girls Golf	1,450.00	490.00	4,926.63	7,521.17	2,594.54	4,490.04	7,084.58
511	HS Drama Club	1,718.40	1,844.75	2,059.78	2,079.95	20.17	1,324.34	1,344.51
512	HS Pom Pons	2,816.11	14,724.00	37,268.35	34,804.53	(2,463.82)	24,276.67	21,812.85
513	HS Ski Club	0.00	0.00	0.00	0.00	0.00	4,298.47	4,298.47
514	HS World Languages Club	0.00	0.00	0.00	0.00	0.00	769.86	769.86
515	HS Boys Track	0.00	275.00	1,392.12	1,387.50	(4.62)	5,640.64	5,636.02
516	HS Dean Activity	0.00	1,363.77	3,676.00	5,384.88	1,708.88	13,806.62	15,515.50
517	HS HOSA Medical Club	0.00	111.00	0.00	2,391.00	2,391.00	741.63	3,132.63
518	HS NHS	294.25	0.00	3,404.25	0.00	(3,404.25)	8,626.23	5,221.98
519	HS Co-Op (VICA)	0.00	0.00	500.00	0.00	(500.00)	11,926.23	11,426.23
520	HS Musical	0.00	645.00	511.24	645.00	133.76	576.22	709.98

Fund Balance Report

Printed: 12/13/2021 11:41 AM

Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
521	HS Athletic Varsity	551.96	2,998.11	12,371.86	21,532.62	9,160.76	13,083.10	22,243.86
522	HS Girls Volleyball	8,767.62	250.00	26,994.51	34,688.14	7,693.63	15,126.36	22,819.99
523	HS Boys Golf	188.66	1,260.00	4,407.70	11,781.35	7,373.65	1,721.07	9,094.72
524	HS Softball	0.00	0.00	9,614.98	1,130.00	(8,484.98)	10,756.04	2,271.06
525	HS Baseball	393.16	0.00	5,672.15	5,455.29	(216.86)	2,183.50	1,966.64
526	HS Girls Basketball	0.00	4,771.00	6,717.12	8,524.76	1,807.64	5,567.96	7,375.60
527	HS Boys Basketball	350.00	3,069.00	14,505.20	11,298.08	(3,207.12)	8,408.70	5,201.58
528	HS Cheerleading	2,040.90	7,000.00	42,925.75	48,997.28	6,071.53	26,676.62	32,748.15
529	HS Wrestling	187.85	0.00	5,038.94	0.00	(5,038.94)	17,600.05	12,561.11
530	HS Boys Cross Country	1,735.90	0.00	5,240.90	4,032.58	(1,208.32)	3,810.80	2,602.48
531	HS FBLA	30.00	895.75	165.45	995.75	830.30	10,599.31	11,429.61
532	HS Local Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533	HS Speech	12.00	0.00	851.00	350.00	(501.00)	3,000.46	2,499.46
534	HS Academic Team	0.00	0.00	0.00	0.00	0.00	141.76	141.76
535	HS Journalism	4,765.73	0.00	10,243.21	38,921.79	28,678.58	11,810.16	40,488.74
536	HS Soccer	5,906.50	0.00	20,584.00	35,784.47	15,200.47	49,778.78	64,979.25
537	HS Field Trips	153.00	0.00	153.00	143.00	(10.00)	482.75	472.75
538	HS Football	5,695.78	1,495.00	111,288.07	114,778.03	3,489.96	51,811.11	55,301.07
539	HS Special Olympics	0.00	0.00	0.00	0.00	0.00	445.09	445.09
540	HS In & Out	764.73	0.00	8,259.73	7,495.00	(764.73)	3,357.72	2,592.99
541	HS Tech & Ind Arts	5,598.13	0.00	6,754.39	6,148.00	(606.39)	3,656.66	3,050.27
542	HS PE	3,811.09	4,407.00	26,436.41	36,843.64	10,407.23	8,371.32	18,778.55
543	HS Girls Track	0.00	600.00	3,058.22	1,880.00	(1,178.22)	7,014.02	5,835.80
544	HS Blooms Courtyard	1,356.01	0.00	3,850.95	0.00	(3,850.95)	5,313.84	1,462.89
545	HS Tennis	94.82	0.00	4,607.04	3,256.96	(1,350.08)	1,643.65	293.57
546	HS Media Center	0.00	0.00	0.00	0.00	0.00	2,052.25	2,052.25
547	HS Buddies Club	0.00	0.00	27.51	3,187.00	3,159.49	1,347.25	4,506.74
548	HS Robotics Club	3,984.62	0.00	18,843.77	10,873.00	(7,970.77)	18,204.03	10,233.26
549	HS Assessments	50.84	221.00	875.48	1,221.00	345.52	36,131.59	36,477.11
550	HS Community Service Club	0.00	0.00	0.00	0.00	0.00	2,770.12	2,770.12
551	HS Custom Designs	0.00	0.00	0.00	0.00	0.00	2,389.53	2,389.53
552	HS Orchesis Club	0.00	0.00	0.00	0.00	0.00	1,479.10	1,479.10
553	HS Recycling	0.00	229.00	0.00	229.00	229.00	550.58	779.58
554	HS Art Club	129.97	96.00	129.97	692.00	562.03	372.55	934.58
555	HS Boys Lacrosse	0.00	0.00	0.00	0.00	0.00	1,229.66	1,229.66
556	HS Marching Band	894.57	250.00	17,463.17	7,753.16	(9,710.01)	16,475.30	6,765.29

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
557	HS Culinary Club	0.00	0.00	0.00	0.00	0.00	269.99	269.99
558	HS Fashion Club	0.00	0.00	106.59	0.00	(106.59)	504.37	397.78
559	HS Social Studies Trips	0.00	0.00	0.00	0.00	0.00	3,868.07	3,868.07
560	HS PBIS Raider Way	202.50	0.00	502.50	280.00	(222.50)	909.68	687.18
561	HS Girls Bowling	0.00	0.00	0.00	0.00	0.00	415.02	415.02
562	HS Swimming	638.37	410.00	7,107.12	8,818.00	1,710.88	648.78	2,359.66
563	HS Fishing Club	0.00	1,725.00	0.00	2,525.00	2,525.00	184.04	2,709.04
564	HS Science Club	0.00	0.00	0.00	0.00	0.00	4,658.44	4,658.44
565	HS Psychology Club	0.00	0.00	0.00	0.00	0.00	1,657.42	1,657.42
566	HS Horticulture Club	0.00	0.00	0.00	0.00	0.00	3,169.14	3,169.14
567	HS Orchestra	0.00	0.00	0.00	0.00	0.00	0.00	0.00
568	HS Medical Academy	437.01	0.00	934.01	660.00	(274.01)	360.21	86.20
569	HS Operation Click	0.00	0.00	0.00	0.00	0.00	2,065.70	2,065.70
570	HS SES Coffee Cart	0.00	0.00	0.00	0.00	0.00	1,173.08	1,173.08
571	HS Girls Lacrosse	0.00	0.00	1,312.50	3,102.67	1,790.17	8,177.85	9,968.02
572	HS Autos Club	0.00	0.00	333.79	290.00	(43.79)	419.40	375.61
573	HS Boys Volleyball	0.00	0.00	0.00	774.83	774.83	264.11	1,038.94
574	HS Life Skills	0.00	0.00	0.00	0.00	0.00	255.76	255.76
575	HS Job Skills	0.00	0.00	0.00	0.00	0.00	2,942.20	2,942.20
576	HS Chess Team	298.65	0.00	298.65	400.00	101.35	344.07	445.42
577	HS Boys Bowling	0.00	0.00	0.00	0.00	0.00	500.00	500.00
598	HS Incubator Pgm	0.00	500.00	327.92	1,500.00	1,172.08	22,817.64	23,989.72
599	HS Senior Class Gift	0.00	0.00	0.00	0.00	0.00	6,089.39	6,089.39
701	Martin School Store	0.00	0.00	0.00	0.00	0.00	4,699.79	4,699.79
702	Martin Pop	0.00	68.54	0.00	68.54	68.54	201.66	270.20
703	Martin Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704	Martin Art	0.00	0.00	0.00	0.00	0.00	7,533.44	7,533.44
706	Martin Band	79.00	0.00	79.00	2,165.00	2,086.00	793.04	2,879.04
709	Martin Fieldtrips	0.00	0.00	0.00	0.00	0.00	5,355.00	5,355.00
710	Martin Library	8,727.81	9,143.19	9,157.81	9,143.19	(14.62)	10,190.13	10,175.51
712	Martin Fundraising	0.00	0.00	0.00	0.00	0.00	3,330.68	3,330.68
713	Martin Yearbook	0.00	0.00	0.00	0.00	0.00	4,181.37	4,181.37
740	Martin In & Out	0.00	0.00	0.00	0.00	0.00	386.85	386.85
		$104,615.60	$88,629.65	$558,413.67	$683,780.22	$125,366.55	$859,576.25	$984,942.80

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

November 2021 Financial Executive Summary

The November 2021 month and YTD results are as follows:

Operating Funds: 10, 20, 40, 50, and 70	FY22 November	FY22 YTD	FY22 Budget	
Total Local	$ 5,858,518	$ 30,234,382	$ 74,982,871	40%
Total State	4,401,844	13,457,854	$ 32,084,658	42%
Total Federal	1,059,136	1,810,466	$ 6,417,866	28%
Operating Revenues	$ 11,319,498	$ 45,502,701	$ 113,485,395	40%
Salaries	$ 4,837,715	$ 29,173,069	$ 70,467,079	41%
Employee Benefits	$ 1,337,178	$ 6,349,517	$ 18,167,369	35%
Purchased Services	$ 375,302	$ 4,958,654	$ 10,266,035	48%
Supplies & Materials	$ 527,049	$ 2,356,909	$ 8,188,402	29%
Capital Outlay	$ 11,802	$ 135,136	$ 2,943,071	5%
Other Objects	$ 160,367	$ 860,507	$ 4,427,738	19%
Operating Expenses	7,249,414	43,833,792	114,459,694	38%
Net Operating Surplus (Deficit)	$ 4,070,084	$ 1,668,910	$ (974,299)	

All Funds:	FY22 November	FY22 YTD	FY22 Budget	
Total Revenues	$ 12,309,908	$ 50,416,902	$ 125,110,973	40%
Total Expenses	7,250,534	44,887,174	126,379,665	36%
Net All Funds Surplus (Deficit)	$ 5,059,374	$ 5,529,729	$ (1,268,692)	

The District closed November with an all funds net surplus of $5.5M and an operating net surplus of $1.7M. The majority of the revenue was due to recognition of monthly 2020 Levy as well as EBF, National School Lunch, and MCAT revenue. Total revenues are at 40% of budget, and total expenditures are at 36% of the budget.

November operating revenues of $11.3M are primarily due to the recognition of $5.7M levy 2020 property taxes, the receipt of $2.5M State Evidence Based Funding (EBF), and the recognition of $346k for November FY22 SpEd Private Facility Tuition, Regular and Special Ed Transportation. Federal revenue is primarily from IDEA ($475k), National School Lunch ($354k), and ESSER II ($136k).

Approximately 85.2 percent of November operating expenditures cover salaries and benefits. Major expenditures making up the $375k in operating Purchased Services was for the custodial contract ($154k), grounds contract ($31k), contracted transportation ($29k), and substitute teacher contracted ($22k). The $527k of Supplies & Materials includes cafe food ($139k), electricity ($74k), PLTW supplies ($49k), and supplies buildings and grounds ($29k). The majority of the $160k of Other Objects is for special ed tuition.

The District began FY22 with $59.6 million in cash and as of the end of November 2021, the cash balance approximated $66.5 million. The District holds $10.3M with BMO and $56.2M through PMA.

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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November 2021 Financial Executive Summary

Major transactions for November 2021 include:

Non-Salary Major Cash Expenditures		
Blue Cross Blue Shield (Medical Ins.)	$	845,072
ABM Industry Group (Custodial)	$	153,927
Gordon Food Service (Food Service)	$	118,161
BMO Mastercard (P-Card)	$	117,487
ComEd (Electricity)	$	61,793
Lincoln National (Dental,Life,AD&D)	$	57,673
Project Lead the Way (HHS Supplies)	$	49,530
Alexander Leigh Center (SpEd Tuition)	$	37,797
SASED (SpEd Tution)	$	34,827
Marklund Child Home (SpEd Tuition)	$	25,271
Schoolbells Ltd (Contracted Trans)	$	24,406
Virtual Connections (SpEd Tuition)	$	23,974
Blue Petroleum (Trans Fuel)	$	20,846
CT Veach Inc (O&M Grounds Contract)	$	18,889
ADP LLC (HR/PR Software)	$	17,110
Associated Electrical (O&M)	$	16,743
Mesirow Insurance (Insurance Broker)	$	16,500

Major Revenues Received/Recognized	
Monthly Op Levy 2020 Recognition	$5,708,317
Evidence Based Funding	$2,524,250
IDEA	$475,193
National School Lunch	$353,754
Monthly MCAT Recognition	$346,368
ESSER II	$135,859
Student Foodservice	$95,828
Medicaid	$46,436

November 2021 ISBE (State) Receivable	
FY22 Q2 MCATs	$692,735
FY21 Q4 Other	$12,180
FY22 Q1 Other	$8,568
Total	**$713,483**

Monthly Insurance Update:

Claims Paid by Week	**Sep 2021**	**Oct 2021**	**Nov 2021**	**FY22 YTD**
Week 1	$ 84,240	$ 84,423	$ 178,723	$ 658,719
Week 2	$ 131,515	$ 136,735	$ 137,867	$ 823,675
Week 3	$ 150,031	$ 168,503	$ 191,792	$ 816,310
Week 4	$ 138,128	$ 172,941	$ 108,379	$ 761,072
Week 5	$ 84,128	$ 161,020	$ 75,122	$ 442,096
Total	$ 588,042	$ 723,621	$ 691,883	$ 3,501,873
Settlement Costs - BC/BS	195,449	194,403	193,421	973,847
Average Monthly Claims Based upon the last 12 months of claims	$ 788,535	$ 783,119	$ 784,416	
Total Insurance Costs	$ 610,025	$ 768,521	$ 703,316	$ 3,649,395

Includes employee contributions

FY22 Budget	$ 10,627,568

November 2021 claims of $691,883 compares to $676,320 in November 2020. Average claims per month for FY22 (5 months) is $700k and compares to $662k for the same period in FY21. The stop loss credit for November is ($303k). FY22 total health costs, including employee contributions, are $3.65M and trending with budget.

Enrollment in the health insurance plan is 1723 which is a decrease of 28 members or (1.6%) since prior year. September started a new plan year. Material claims over $10k is 25 for the plan year. Of these 25 material claims, 4 are over $50k.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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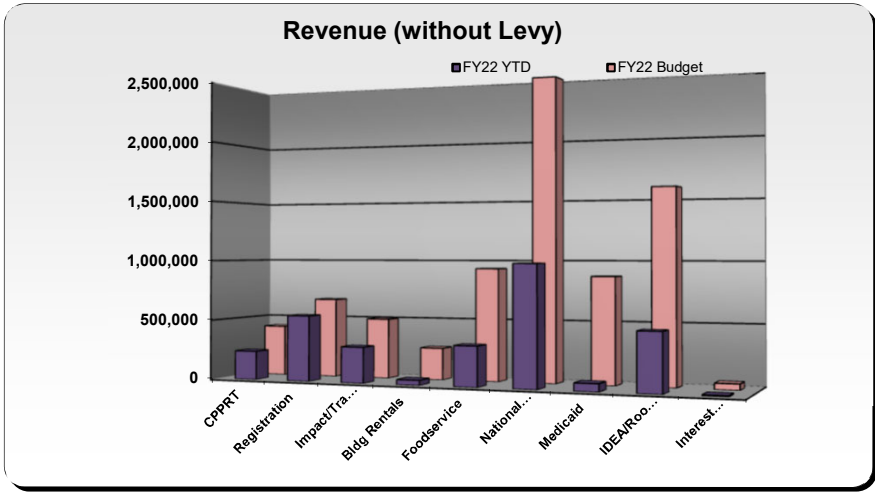
November 2021 Dashboard

Revenue					
	Prior YTD	FY22 YTD	FY22 Budget	%	Variance
Operating Levies	27,630,260	28,541,585	69,487,746	41%	40,946,161
MCATs	1,964,660	1,823,773	3,917,436	47%	2,093,663
CPPRT	121,274	237,251	421,258	56%	184,007
Registration	1,393,207	542,204	661,367	82%	119,164
Impact/Transition Fees	108,797	294,467	500,000	59%	205,533
Bldg Rentals	14,965	42,229	265,000	16%	222,771
Foodservice	3,122	328,501	933,357	35%	604,856
National School Lunch	388,850	982,753	2,500,000	39%	1,517,247
Medicaid	4,159	65,170	875,000	7%	809,830
IDEA/Room & Board	277,473	475,193	1,591,650	30%	1,116,457
Interest Earnings-Total	28,673	9,616	50,300	19%	40,684

Tracking with Budget
Plus or minus 10 percent of Budget
Unfavorable budget variance exceeding 10%



Monthly Notes - Revenue

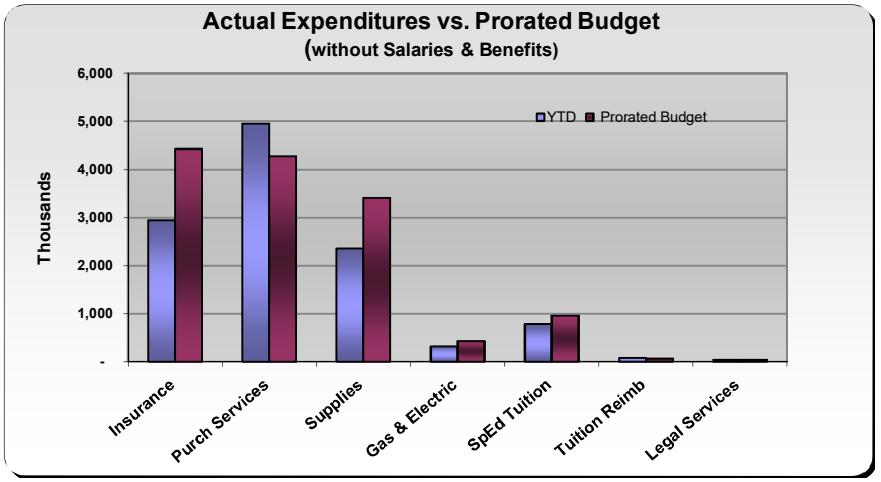
►Building rentals lag budget but are well ahead of prior year.

►Medicaid and IDEA/Room & Board revenues are on a reimbursement basis and are beginning to flow in.

►Interest earnings continue to lag budget. We are continuing to investigate opportunities as they arise with PMA.

Key Operating Expenditures					
	Prior YTD	FY22 YTD	FY22 Budget	%	Budget Bal.
Salaries & Benefits	32,738,325	35,522,586	88,475,863	40%	52,953,277
Insurance	3,463,128	2,946,079	10,627,568	28%	7,681,489
Purchased Services	4,444,734	4,958,654	10,266,035	48%	5,307,381
Supplies	2,193,281	2,356,909	8,188,402	29%	5,831,493
Gas & Electric	199,795	316,904	1,026,905	31%	710,001
SpEd Tuition	720,841	784,834	2,305,000	34%	1,520,166
Tuition Reimb	97,779	78,874	165,000	48%	86,126
Legal Services	38,238	42,895	100,000	43%	57,105

Tracking with Budget
Plus or minus 10 percent of Budget
Unfavorable budget variance exceeding 10%



Monthly Notes - Expenditures

►All areas in yellow are slightly ahead of budget but are not concerning.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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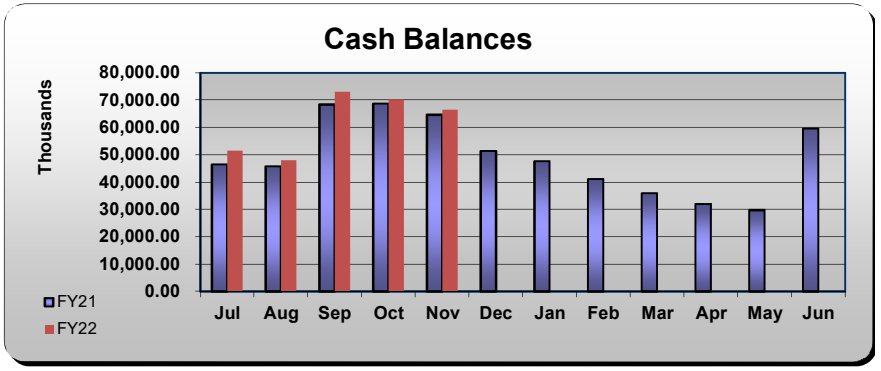
November 2021 Dashboard

Balance Sheet - Cash Flow				
	Prior YTD	FY22 YTD	%	Variance
Cash and Investments	64,621,797	66,560,274	103%	1,938,477
A/R Total	1,814,142	1,467,731	81%	(346,412)
A/R State	990,012	888,413	90%	(101,599)
Deferred Revenue	5,814,007	5,038,571	87%	(775,436)
Contracts Payable	7,262,834	7,220,043	99%	(42,791)
Self Insurance Res.	2,158,025	2,487,781	115%	329,756

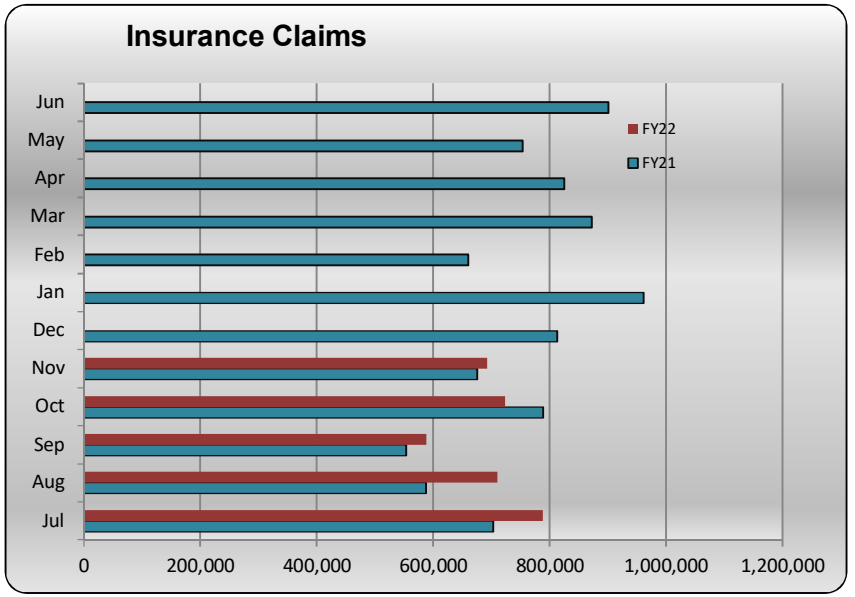


Monthly Notes - Balance Sheet

► Cash and Investments are $1.9M more than prior year primarily due to the FY21 budget balance and CY budget favorability.
► State Receivables are ($101k) less than PY due to the decrease in MCATs.
► Total Receivables are ($346k) less than PY due to the decrease in MCATs and registration fees.

FY21 AFR Data				
	FY21	FY20	%	Variance
Fund Balance to Revenue Ratio	0.35	0.35	101%	0.00
Expenditure to Revenue Ratio	0.98	0.99	101%	0.01
Days Cash on Hand	170.28	165.14	103%	5.14
Percent Short-Term Borrowing Max Remaining	100.00	100.00	100%	0.00
Percent Long-Term Debt Margin Remaining	58.52	57.64	102%	0.88
ISBE Rating	**3.80**	**3.80**	100%	0.00
Operating Expense per Pupil	12,616.00	11,840.51	107%	775.49
	RECOGNITION	RECOGNITION		

► The District continues to improve financially resulting in an ISBE rating of RECOGNITION for FY13 through FY21.



Revenue Report

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Huntley Community School District 158

Educational Fund 10

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	Designated Levies	4,542,535.11	22,712,675.55	(55,296,611.00)	(50,754,075.89)	41.07		
1200	Payments In Lieu Of Taxes	0.00	237,251.49	(256,808.00)	(256,808.00)	92.38		
1300	Tuition	6,358.50	24,510.92	(336,982.02)	(330,623.52)	7.27		
1500	Earnings On Investments	1,274.63	5,592.78	(14,624.75)	(13,350.12)	38.24		
1600	Food Service	95,828.43	328,501.42	(933,357.41)	(837,528.98)	35.54		
1700	District/School Activity Income	7,052.00	255,216.06	(2,393,613.14)	(2,386,561.14)	10.66		
1800	Textbook Income	17,032.93	542,203.70	(661,367.36)	(644,334.43)	81.98		
1900	Other Local Revenues	21,912.72	208,274.34	(395,623.70)	(373,710.98)	52.62		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	4,691,994.32	24,314,226.26	(60,288,987.38)	(55,596,993.06)	40.33	*	Source of Revenue
3001	General State Aide	2,524,254.00	10,097,010.00	(25,778,881.00)	(23,254,627.00)	39.17		
3100	Special Education	101,068.60	557,577.01	(1,249,494.04)	(1,148,425.44)	44.62		
3200	Career And Technical Education (Cte) - Tech Prep	0.00	0.00	(34,058.00)	(34,058.00)	0.00		
3300	Bilingual/StateFreeLunch/Dr Ed	3,921.28	48,268.44	(67,279.86)	(63,358.58)	71.74		
3500	Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00		
3700	Early Childhood	49,767.00	50,969.45	(292,033.02)	(242,266.02)	17.45		
3900	Other State Revenue	0.00	0.00	0.00	0.00	0.00		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	2,679,010.88	10,753,824.90	(27,421,745.92)	(24,742,735.04)	39.22	*	Source of Revenue
4100	Title V	0.00	0.00	0.00	0.00	0.00		
4200	Child Nutrition	379,977.52	982,752.60	(2,520,300.92)	(2,140,323.40)	38.99		
4300	Title I - Low Income	0.00	15,146.00	(185,281.00)	(185,281.00)	8.17		
4400	Title IV - Safe And Drug-Free Schools - Formula	0.00	0.00	(12,471.00)	(12,471.00)	0.00		
4620	Federal Special Education - IDEA Flow-Through/ Low	475,193.00	475,193.00	(1,591,650.14)	(1,116,457.14)	29.86		
4700	CTE	0.00	0.00	(33,938.00)	(33,938.00)	0.00		
4800	Federal - ARRA	0.00	0.00	(720,527.00)	(720,527.00)	0.00		
4900	Other Restricted Grants Received From Federal	203,965.78	337,374.28	(1,353,698.00)	(1,149,732.22)	24.92		
4000	RECEIPTS/REVENUE FROM FEDERAL SOURCES	1,059,136.30	1,810,465.88	(6,417,866.06)	(5,358,729.76)	28.21	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7300	Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00		

25

Revenue Report

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Huntley Community School District 158

Educational Fund 10

Source of Revenue 7000 SOURCES OF FUNDS
Source of Revenue 7400 Transfers From Other Funds To Pay Principal On Cap

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
7400	**Transfers From Other Funds To Pay Principal On Cap**	0.00	0.00	0.00	0.00	0.00		
7500	**Transfers From Other Funds To Pay Interest On Capi**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
10	**Educational Fund**	8,430,141.50	36,878,517.04	(94,128,599.36)	(85,698,457.86)	39.18		Fund

26

Revenue Report

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Huntley Community School District 158

Operations & Maintenance Fund 20

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	Designated Levies	711.902.81	3,559,514.05	(8,666,041.00)	(7,954,138.19)	41.07		
1500	Earnings On Investments	384.58	1,259.13	(10,511.54)	(10,126.96)	11.98		
1900	Other Local Revenues	58.14	88,926.80	(247,119.00)	(247,060.86)	35.99		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	712,345.53	3,649,699.98	(8,923,671.54)	(8,211,326.01)	40.90	*	Source of Revenue
3001	General State Aide	0.00	0.00	(2,000,000.00)	(2,000,000.00)	0.00		
3900	Other State Revenue	0.00	0.00	0.00	0.00	0.00		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	0.00	0.00	(2,000,000.00)	(2,000,000.00)	0.00	*	Source of Revenue
4500		0.00	0.00	0.00	0.00	0.00		
4900	Other Restricted Grants Received From Federal	0.00	0.00	0.00	0.00	0.00		
4000	RECEIPTS/REVENUE FROM FEDERAL SOURCES	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7300	Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00		
7900	Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00		
7000	SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
20	Operations & Maintenance Fund	712,345.53	3,649,699.98	(10,923,671.54)	(10,211,326.01)	33.41		Fund

27

Revenue Report

Printed: 12/22/2021 1:30 PM
Huntley Community School District 158

Debt Service Fund or Fund Group 30

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	Designated Levies	923,606.00	4,618,030.00	(11,261,382.00)	(10,337,776.00)	41.01		
1500	Earnings On Investments	486.78	1,588.72	(12,796.66)	(12,309.88)	12.42		
1900	Other Local Revenues	0.00	0.00	0.00	0.00	0.00		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	924,092.78	4,619,618.72	(11,274,178.66)	(10,350,085.88)	40.98	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7400	Transfers From Other Funds To Pay Principal On Cap	0.00	0.00	0.00	0.00	0.00		
7500	Transfers From Other Funds To Pay Interest On Capi	0.00	0.00	0.00	0.00	0.00		
7600	Transfers From Other Funds To Pay Principal On Rev	0.00	0.00	0.00	0.00	0.00		
7700	Transfers From Other Funds To Pay Interest On Reve	0.00	0.00	0.00	0.00	0.00		
7900	Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00		
7000	SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
30	Debt Service Fund or Fund Group	924,092.78	4,619,618.72	(11,274,178.66)	(10,350,085.88)	40.98		Fund

28

Revenue Report

Printed: 12/22/2021 1:30 PM
Huntley Community School District 158

Transportation Fund 40

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	179.900.28	899,501.40	(2,189,942.00)	(2,010,041.72)	41.07		
1400	**Transportation Fees**	0.00	0.00	(69,699.93)	(69,699.93)	0.00		
1500	**Earnings On Investments**	124.44	422.38	(5,941.31)	(5,816.87)	7.11		
1900	**Other Local Revenues**	0.00	0.00	0.00	0.00	0.00		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	180,024.72	899,923.78	(2,265,583.24)	(2,085,558.52)	39.72	*	Source of Revenue
3500	**Transportation - Reg/Voc/SpEd**	245,299.02	1,226,495.09	(2,662,912.00)	(2,417,612.98)	46.06		
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	245,299.02	1,226,495.09	(2,662,912.00)	(2,417,612.98)	46.06	*	Source of Revenue
7300	**Sale Or Compensation For Loss Of Fixed Assets**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
40	**Transportation Fund**	425,323.74	2,126,418.87	(4,928,495.24)	(4,503,171.50)	43.15		Fund

29

Revenue Report

Printed: 12/22/2021 1:30 PM
Huntley Community School District 158

Municipal Retirement and Social Security Fund 50

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	239,391.56	1,196,957.80	(2,914,125.00)	(2,674,733.44)	41.07		
1200	**Payments In Lieu Of Taxes**	0.00	0.00	(164,450.00)	(164,450.00)	0.00		
1500	**Earnings On Investments**	134.78	444.30	(3,656.19)	(3,521.41)	12.15		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	239,526.34	1,197,402.10	(3,082,231.19)	(2,842,704.85)	38.85	*	Source of Revenue
50	**Municipal Retirement and Social Security Fund**	239,526.34	1,197,402.10	(3,082,231.19)	(2,842,704.85)	38.85		Fund

30

Revenue Report

Printed: 12/22/2021 1:30 PM
Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES

Source of Revenue 1500 Earnings On Investments

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1500	**Earnings On Investments**	22.20	113.22	(1,371.07)	(1,348.87)	8.26		
1900	**Other Local Revenues**	66,294.81	294,467.43	(350,000.00)	(283,705.19)	84.13		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	66,317.01	294,580.65	(351,371.07)	(285,054.06)	83.84	*	Source of Revenue
3900	**Other State Revenue**	0.00	0.00	0.00	0.00	0.00		
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
7100	**Transfers From Various Funds**	0.00	0.00	0.00	0.00	0.00		
7200	**Proceeds From The Sale Of Bonds**	0.00	0.00	0.00	0.00	0.00		
7300	**Sale Or Compensation For Loss Of Fixed Assets**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
60	**Capital Projects Fund or Fund Group**	66,317.01	294,580.65	(351,371.07)	(285,054.06)	83.84		Fund

31

Revenue Report

Printed: 12/22/2021 1:30 PM
Huntley Community School District 158

Working Cash Fund 70

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	34.587.19	172,935.95	(421,027.00)	(386,439.81)	41.07		
1500	**Earnings On Investments**	40.07	193.66	(1,371.07)	(1,331.00)	14.12		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	34,627.26	173,129.61	(422,398.07)	(387,770.81)	40.99	*	Source of Revenue
70	**Working Cash Fund**	34,627.26	173,129.61	(422,398.07)	(387,770.81)	40.99		Fund

Revenue Report

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Huntley Community School District 158

Fire Prevention and Safety Fund or Fund Group 90

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	0.00	0.00	0.00	0.00	0.00		
1500	**Earnings On Investments**	0.22	1.36	(27.42)	(27.20)	4.96		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	0.22	1.36	(27.42)	(27.20)	4.96	*	Source of Revenue
90	**Fire Prevention and Safety Fund or Fund Group**	0.22	1.36	(27.42)	(27.20)	4.96		Fund
	Report Total:	10,832,374.38	48,939,368.33	(125,110,972.55)	(114,278,598.17)	39.12		

Expenditure Report - Board of Education

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Huntley Community School District 158

Educational Fund 10

Function 1000 INSTRUCTION
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	3,134,426.10	19,482,118.52	0.00	47,931,866.00	28,409,747.48	40.68		
200	EMPLOYEE BENEFITS	812,396.45	3,408,066.80	1,390,681.74	9,987,156.00	5,188,407.46	48.05		
300	PURCHASED SERVICES	70,047.80	583,425.88	27,670.33	1,345,743.00	306,519.49	73.85		
400	SUPPLIES & MATERIALS	140,481.67	811,769.07	314,231.91	2,434,072.00	1,279,560.69	48.29		
500	CAPITAL OUTLAY	5,309.06	2,220.73	48,343.96	52,829.00	2,264.31	95.71		
600	OTHER OBJECTS	1,277.00	5,922.00	330.00	2,017,994.00	2,010,107.00	0.39		
700	NON-CAPITALIZED EQUIPMENT	3,983.17	24,105.03	11,009.73	136,638.00	101,523.24	25.70		
1000	INSTRUCTION	4,167,921.25	24,317,628.03	1,792,267.67	63,906,298.00	37,298,129.67	41.48	*	Function
100	SALARIES	1,383,846.79	8,008,626.57	0.00	17,883,651.00	9,875,024.43	44.78		
200	EMPLOYEE BENEFITS	240,632.23	1,226,848.99	77,389.42	3,118,540.00	1,710,723.58	45.14		
300	PURCHASED SERVICES	102,944.90	2,326,618.57	241,219.65	3,691,303.00	1,065,025.78	71.89		
400	SUPPLIES & MATERIALS	223,203.42	740,977.15	819,952.07	3,240,593.00	1,560,463.87	52.72		
500	CAPITAL OUTLAY	0.00	23,933.48	23,336.00	35,000.00	(15,518.48)	148.88		
600	OTHER OBJECTS	3,830.78	36,920.10	6,065.00	97,200.00	50,712.90	47.83		
700	NON-CAPITALIZED EQUIPMENT	0.00	2,502.33	1,339.00	21,947.00	18,105.67	17.50		
2000	SUPPORT SERVICES	1,954,458.12	12,366,427.19	1,169,301.14	28,088,234.00	14,264,537.75	49.49	*	Function
100	SALARIES	4,675.00	35,091.46	0.00	80,000.00	44,908.54	43.86		
300	PURCHASED SERVICES	0.00	375.00	0.00	17,300.00	16,925.00	2.17		
400	SUPPLIES & MATERIALS	771.97	1,741.70	656.53	3,500.00	1,359.62	66.01		
3000	COMMUNITY SERVICES	5,446.97	37,208.16	656.53	100,800.00	63,193.16	37.62	*	Function
300	PURCHASED SERVICES	20,896.00	23,914.75	0.00	10,000.00	6,560.25	78.84		
600	OTHER OBJECTS	149,835.42	784,834.30	384,706.71	2,305,000.00	911,339.53	60.46		
4000	PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS	170,731.42	808,749.05	384,706.71	2,315,000.00	917,899.78	60.71	*	Function
10	Educational Fund	6,298,557.76	37,530,012.43	3,346,932.05	94,410,332.00	52,543,760.36	44.35		Fund

Expenditure Report - Board of Education

Printed: 12/22/2021 1:33 PM
Huntley Community School District 158

Operations & Maintenance Fund 20

Function 2000 SUPPORT SERVICES
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	104,985.20	641,437.90	0.00	1,441,493.00	800,055.10	44.50		
200	EMPLOYEE BENEFITS	(4,874.88)	31,146.46	0.00	243,364.00	212,217.54	12.80		
300	PURCHASED SERVICES	150,952.21	1,548,904.89	446,322.13	4,740,043.00	2,420,224.92	48.84		
400	SUPPLIES & MATERIALS	108,658.96	553,575.63	178,296.04	1,723,962.00	882,979.70	48.78		
500	CAPITAL OUTLAY	6,493.37	108,982.15	615,438.64	1,855,242.00	1,130,821.21	39.05		
600	OTHER OBJECTS	0.00	480.47	0.00	2,600.00	2,119.53	18.48		
2000	SUPPORT SERVICES	366,214.86	2,884,527.50	1,240,056.81	10,006,704.00	5,448,418.00	45.50	*	Function
600	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00		
5000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	*	Function
20	Operations & Maintenance Fund	366,214.86	2,884,527.50	1,240,056.81	10,006,704.00	5,448,418.00	45.50		Fund

35

Expenditure Report - Board of Education

Printed: 12/22/2021 1:33 PM
Huntley Community School District 158

Debt Service Fund or Fund Group 30

Function 5000 DEBT SERVICE
Object 600 OTHER OBJECTS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
600	**OTHER OBJECTS**	1,120.50	1,035,049.21	8,042,337.50	11,207,911.00	2,129,906.29	81.00		
5000	**DEBT SERVICE**	1,120.50	1,035,049.21	8,042,337.50	11,207,911.00	2,129,906.29	81.00	*	Function
30	**Debt Service Fund or Fund Group**	1,120.50	1,035,049.21	8,042,337.50	11,207,911.00	2,129,906.29	81.00		Fund

Expenditure Report - Board of Education

Printed: 12/22/2021 1:33 PM
Huntley Community School District 158

Transportation Fund 40

Function 2000 SUPPORT SERVICES
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number	
100	**SALARIES**	209,782.30	1,005,794.27	0.00	2,971,484.00	1,965,689.73	33.85		
200	**EMPLOYEE BENEFITS**	(10,402.49)	244,801.72	0.00	1,621,752.00	1,376,950.28	15.09		
300	**PURCHASED SERVICES**	30,461.56	475,414.99	27,693.20	461,646.00	(66,532.61)	114.41		
400	**SUPPLIES & MATERIALS**	53,933.12	248,845.11	121,618.78	786,275.00	334,845.07	57.41		
500	**CAPITAL OUTLAY**	0.00	0.00	0.00	1,000,000.00	1,000,000.00	0.00		
600	**OTHER OBJECTS**	1,440.25	5,742.35	0.00	4,944.00	(1,987.80)	140.21		
2000	**SUPPORT SERVICES**	285,214.74	1,980,598.44	149,311.98	6,846,101.00	4,608,964.67	32.68	*	Function
40	**Transportation Fund**	285,214.74	1,980,598.44	149,311.98	6,846,101.00	4,608,964.67	32.68		Fund

Expenditure Report - Board of Education

Printed: 12/22/2021 1:33 PM
Huntley Community School District 158

Municipal Retirement and Social Security Fund 50

Function 1000 INSTRUCTION
Object 200 EMPLOYEE BENEFITS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
200	**EMPLOYEE BENEFITS**	105,356.74	516,048.00	0.00	1,306,954.00	790,906.00	39.48		
1000	**INSTRUCTION**	105,356.74	516,048.00	0.00	1,306,954.00	790,906.00	39.48	*	Function
200	**EMPLOYEE BENEFITS**	193,133.09	917,973.09	0.00	1,889,603.00	971,629.91	48.58		
2000	**SUPPORT SERVICES**	193,133.09	917,973.09	0.00	1,889,603.00	971,629.91	48.58	*	Function
200	**EMPLOYEE BENEFITS**	936.68	4,632.08	0.00	0.00	(4,632.08)	0.00		
3000	**COMMUNITY SERVICES**	936.68	4,632.08	0.00	0.00	(4,632.08)	0.00	*	Function
50	**Municipal Retirement and Social Security Fund**	299,426.51	1,438,653.17	0.00	3,196,557.00	1,757,903.83	45.01		Fund

Expenditure Report - Board of Education

Printed: 12/22/2021 1:33 PM
Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Function 5000 DEBT SERVICE
Object 600 OTHER OBJECTS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
600	**OTHER OBJECTS**	0.00	18,332.79	693,530.00	712,060.00	197.21	99.97		
5000	**DEBT SERVICE**	0.00	18,332.79	693,530.00	712,060.00	197.21	99.97	*	Function
60	**Capital Projects Fund or Fund Group**	0.00	18,332.79	693,530.00	712,060.00	197.21	99.97		Fund
	Report Total:	7,250,534.37	44,887,173.54	13,472,168.34	126,379,665.00	66,489,150.36	47.39		

Huntley Community School District 158
Board of Education Regular Meeting - January 20, 2022
Freedom of Information Act Requests

Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed:	Time Spent Preparing	Approx. Cost to D158	Notes
2021-52	12/14/21	Email	Kimberly Neilson	"Any and all information, including but not limited to, correspondence, documents, records of communication and/or correspondence from the Illinois Department of Financial and Professional Regulation and/or any of their representative agents or investigators, including Richard Wilk, to Huntley Community School District 158 or Chesak Elementary School, including but not limited to subject matter that I am the nature of inquiry of and/or any and all information related to me, my current employment status, licensure, job performance, duties, etc. by any of the above stated entities or individuals."	Completed	12/21/21	1	$35	
2021-53	12/14/21	Email	Kimberly Neilson	"Any and all information, including but not limited to, correspondence, documents, records of communication or any other type of electronic communication such as email messages and text or sms messages between Karen Sourwine and/or George Skoufis and Huntley Community School District 158 or Chesak Elementary School, including but not limited to those entities' personnel, staff, administration, principals, superintendents, special education staff members or any other educators, including but not limited to subject matter that I am the nature of inquiry or comment and/or any and all information related to or about me, my current employment status, licensure, job performance, duties, or complaints or allegations, etc. by any of the above stated entities or individuals."	Completed	1/3/22	6	$210	
2021-54	12/15/21	Email	Jill Cataldo	"Per the current student handbook, I am requesting information about current activities at Huntley High School. I am requesting NO PERSONAL information, just statistics. I would like to know the number of Level 1, 2, 3 and 4 behaviors as listed in the Student Handbook followed by the consequence for each of these behaviors. Please list each behavior with a date and the consequence applied for that behavior. The behaviors and consequences are listed in the Student Handbook, I am not asking for any additional information other than these categories. I am requesting this information for the following school years. 2019-2020, 2020-2021, 2021-2022."	Completed	12/21/21	0.5	$18	
2021-55	12/16/21	Email	SmartProcure - Commercial Request	SmartProcure is submitting a commercial FOIA request to the Consolidated School District No. 158 for any and all purchasing records from 09/07/2021 (mm/dd/yyyy) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address	Completed	1/6/22	0.5	$18	40
2021-56	12/16/21	Email	Kimberly Neilson	"Any and all information, including but not limited to, correspondence, documents, records of communication or any other type of electronic communication such as email messages and text or sms messages between Karen Sourwine and/or George Skoufis, Huntley Community School District 158 and/or Chesak Elementary School, or including but not limited to any other information from any other entity, agency, individual or group, and District 158 Superintendent, Scott Rowe, including but not limited to subject matter that I am the nature of inquiry or comment and/or any and all information related to or about me, my current employment status, licensure, job performance, duties, or complaints or allegations, etc. by any of the above stated entities or individuals."	Completed	01/05/22	5	$175	
2021-57	12/16/21	Email	Kimberly Neilson	"Any and all information, including but not limited to, correspondence, documents, records of communication and/or any and all inquiries or any other type of electronic communication such as email messages and text or sms messages between District 158 Huntley Education Association (the Union), and/or any and all its agents, legal counsel, personnel, officials, staff or members, and Huntley Community School District 158 and/or Chesak Elementary School, and/or any and all personnel, officials, administrators, staff or any other individual associated with the above-named entities including but not limited to any and all subject matter that I am the nature of inquiry or comment and/or any and all information related to or about me, my current employment status, licensure, job performance, duties, or complaints or allegations, etc. by any of the above stated entities or individuals."	Completed	1/5/2022	5	$175	
2021-58	12/23/21	Email	Justin Miner	"Iron Workers Local 393 is requesting all bids and awarded contracts, related to fence repair currently being done at the Square Barn Road Campus."	Completed	1/5/2022	0.5	$18	Requester was informed that no responsive records were located during the course of our search.

Approximate Cost to D158 is calculated using staff time x hourly rate, plus printing cost (.05 per page)

Huntley Community School District 158
Board of Education Regular Meeting - January 20, 2022
Freedom of Information Act Requests

2022-1	01/03/22	Email	Ben Szalinski (Northwest Herald)	"1) Any and all records showing any formal disciplinary actions taken against Christine Amling by the Huntley High School or District 158 or any of its officials; 2) Any and all records in Christine Amling's personnel files; 3) If not included in the above, all records related to internal and external complaints made against Christine Amling, including but not limited to allegations of misconduct; 4) If not included in the above, all records related to disciplinary action taken against Christine Amling; 5) If not included in the above, all records of internal investigations of Christine Amling."	Completed	1/18/2022	4	$140	
2022-2	01/11/22	Email	Kimberly Neilson	"In the information you sent over there was a FOIA Request Submitted by Karen Sourwine I believe she received documents from that FOIA Request because she included documents from my personnel file in an email to Dr. Rowe. Can I please get the items that were shared as part of that FOIA Request?"	Completed	1/13/22	0.5	$18	

Approximate Cost to D158 is calculated using staff time x hourly rate, plus printing cost (.05 per page)

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

DATE: January 20, 2022

TO: Building and Grounds Committee

FROM: Doug Renkosik, Director of Operations and Maintenance

RE: O & M Updates **(R)**
Boar of Education meeting, January 20, 2022

O&M Department Activity in December 2021

1. Continued coordination of FY21 projects as presented to the Board of Education in August of 2020. Included in this effort were the following scale projects:
   a) Boiler Make-Up Air preheat systems for Marlowe and Mackeben Schools
   b) Guaranteed Energy Savings contract RFP 2020-32 BAS JACE upgrades and Orchestrate software implementation. *–phase 2 of JACE replacement programmed for winter 2021.*

2) Continued work on development of solar energy cost savings analysis S.O.P.

3) Continued participation in the Water Energy Conservation Strategic Energy Management Cohort pilot program. Smart Water meter hardware purchases have been initiated. *Smart meter commissioning completed. Software start up and water conservation enhancements opportunities evaluation to commence.*

4) Continued leading the IASBO subcommittee on Facilities Management for development of Learning Library for “School Business Officials 101”.

5) Opened bids for resurfacing of the Marlowe Middle School track on December 6, 2021.

6) Continued coordination of design development of bid specifications of the 2021 O&M Deferred Maintenance Capital projects as reported to the Board of 8-5-21 for Pavement Improvements at Marlowe Middle School for summer 2022

7) Gained consensus from the Board of Education to endorse the Administration’s signing of a Letter of Authorization (LOA) to work with Energy Systems Group (ESG) to develop a business case study for potential facilities improvements which may lead to the development of a Guaranteed Energy Savings Contract RFP. ESG will be working with D158 to evaluate opportunities including:
   a) Lighting improvements indoors at Chesak Elementary School and Huntley High School (; the only buildings not yet retrofitted with an LED solution)
   b) Developing a facility assessment of Chesak Elementary School and Huntley High School
   c) Identifying other energy conservation improvement opportunities
   d) Analyzing utility supply rates

8) Presented to the Board of Education a tabulation of bids and recommendation for Phase 4 of the Roof Replacement work at Huntley High School. The Board of Education awarded the bid to the lowest most responsible bidder; Anthony Roofing.

9) Presented the Board of Education service contract extension for the Life Safety Systems Inspection Services agreement with Fox Valley Fire.

Project Goals for January 2022

1) Continue coordination of FY21 projects as presented to the Board of Education in August of 2020. Included in this effort were the following scale projects:
   c) Boiler Make-Up Air preheat systems for Marlowe and Mackeben Schools
   d) Guaranteed Energy Savings contract RFP 2020-32 BAS JACE upgrades and Orchestrate software implementation. –*phase 2 of JACE replacement programmed for winter 2021.*

2) Continue work on development of solar energy cost savings analysis S.O.P.

3) Continue participation in the Water Energy Conservation Strategic Energy Management Cohort pilot program. Smart Water meter hardware purchases have been initiated. *Smart meter commissioning completed. Software start up and water conservation enhancements opportunities evaluation to commence.*

4) Continue leading the IASBO subcommittee on Facilities Management for development of Learning Library for “School Business Officials 101”.

5) Present bids to the Board of Education for track resurfacing of the Marlowe Middle School track for award.

6) Continue coordination of design development of bid specifications of the 2021 O&M Deferred Maintenance Capital projects as reported to the Board of 8-5-21 for Pavement Improvements at Marlowe Middle School for summer 2022

7) Work with ESG on evaluation of energy conservation opportunities including:
   a) Lighting improvements indoors at Chesak Elementary School and Huntley High School (; the only buildings not yet retrofitted with an LED solution)
   b) Develop a facility assessment of Chesak Elementary School and Huntley High School
   c) Identify other energy conservation improvement opportunities
   d) Analyze utility supply rates

8) Coordination of the Phase 4 of the Roof Replacement work at Huntley High School with Anthony Roofing.

9) Open discussions with The Trane Company for consideration in a service contract extension Preventative Maintenance Service agreement for care of four Trane chillers on D158 properties including the east chiller at Huntley High School and chillers at Leggee, Chesak and Martin Elementary Schools.

DR/jk

Huntley Community School District 158 – Board of Education

Regular Agenda

Date: Thursday, December 16, 2021
Meeting: Regular Meeting with Closed Session as per OMA and 5ILCS120/2c
Time: 6:00 PM
Location: District Office
650 Dr. John Burkey Drive
Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.
Board of Education Members: President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Quagliano)

Call to order the Regular Meeting at 6:04 p.m. A quorum was met.
Roll Call: Ayes 6 / Absent 0 / Motion Carried
Members: Mr. Quagliano, Mr. Geheren, Mr. Gentry, Mr. Cratty, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

2. **Closed Session / Roll Call (A)** (Mr. Quagliano)

Move to enter into closed session at 6:05 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(9)** Student Disciplinary; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.
Members: Mr. Geheren, Mr. Cratty, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino
Mr. Gentry Moved, Mr. Troy 2nd
Roll Call: Ayes 6 / Nays 0/ Absent-1 Mrs. Melendy / Motion Carried

1. **Exit or Suspend Closed Session / Voice Call (A)**

Move to exit or suspend closed session at 7:04 p.m. and return to open session.
Voice Call: Ayes 6/ Nays 0/ Motion Carried

3. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano) *approx. 7:00 p.m*.

Resume the Regular meeting at 7:04 p.m.
Members: Mrs. Melendy, Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr.Cratty
Roll Call: Ayes 6/ Nays 0 / Absent – 1 Mrs. Melendy/ Motion Carried

1. **Action as Required / Roll Call** (Mr. Quagliano)

No action from closed session
Mr. Quagliano moved, Mr. Troy 2nd
Roll Call: Ayes 6/ Nays 0/Absent 1/ Motion Carried

Pledge of Allegiance (Mr. Quagliano)

Students for Martin Elementary will lead us in the Pledge.
Erica Jakowisch, Johnathan Fossey, Blakey Voight, Hannah Higgins, Parker Aylward, Ainsley Burger, Nathan Schiesher-Gerke, Olivia Hunter, Devin Vega, Julia Przyborowski

Student Recognition by the Board of Education:

The following students from Marlowe and Heineman Middle School were selected to compete at **ILMEA District 9 Musical Festival.**

Giovanni Clark, Claire Darchewsky, Jill Dobek, Michelle Sobolewski, Miles Taylor, Emma Thorstenson, and Josephine Blover.

4. **Suspend Regular Meeting (A)** (Mr. Quagliano) *(Approx. 7:05 p.m.)*

Motion to suspend the regular meeting at 7:10p.m. to hold the Levy Hearing.
Voice Call: Ayes 6 / Nays 0 / Motion Carried

5. **Levy Hearing (A)** (Mr. Altmayer)
6. **Resume Regular Meeting (A)** (Mr. Quagliano) (Approx. 7:15 *or immediately following Levy Hearing.)*
Resume the Regular Meeting at 7:34p.m.
Mr. Quagliano moved, Mr. Troy 2nd
Roll Call:Ayes 6/ Nays 0/ Motion Carried
7. **Academic Spotlight - Dual Language**
8. **Public Comment** (Mr. Quagliano)
The following people had a public comment: Kari Cross, Andy Liggett, Paula Yensen, Lisa Arvhnites, Kathleen Trautmann, and Diane Bittman.
9. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Quagliano)
The Agenda was adopted with the following changes. Removal of 10,11,12,13,14,15,16,
Mr. Quagliano moved, Mr. Troy 2nd
Action: Adoption of the Agenda.
Voice Call: Ayes 6/ Nays 0 / Motion Carried
10. **Associate Superintendent's Report (R)** (Ms. Lombard) -Removed from Agenda
Updates will be provided at this time.
Recommendation: For informational purposes only.
11. **Assistant Superintendent for Secondary Learning and Innovation (R)** (Dr. Schlichter)
Updates will be provided at this time.
Recommendation: For informational purposes only.
12. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)
Updates will be provided at this time.
Recommendation: For informational purposes only.
13. **Assistant Superintendent of HR Report (R)** (Dr. Zehr)
Updates will be provided at this time.
Recommendation: For informational purposes only.
14. **Assistant Superintendent of Special Services (R)** (Dr. del Castillo)
Updates will be provided at this time.
Recommendation: For informational purposes only.
15. **Assistant Superintendent for Elementary Learning and Innovation (R)** (Dr. MacCrindle)
Updates will be provided at this time.
Recommendation: For informational purposes only.
16. **Chief Technology Officer (R)** (Dr. Budzynski)
Updates will be provided at this time.
Recommendation: For informational purposes only.
17. **Community Relations & Student Outreach** (Mrs. Melendy-Chair, Mr. Geheren, Mrs. Maiorino)
    1. **Freedom of Information Act (FOIA) Requests (R)**
    A monthly report on the FOIA requests was provided in the packet for review.
    Recommendation: For informational purposes only.
18. **Superintendent's Report** – Dr. Rowe spoke about the Superintendent forum he was invited to attend. It was hosted by IDPH, Dr. Ezike, Dr. Carmen Ayala and Martin Torres Deputy Governor for Education for the Governor.
19. **President's Report**
Mr. Quagliano wish everyone a safe/healthy holiday season
20. **Legislation Committee** – None
Recommendation: For informational purposes only.

Consent Agenda (A)(Mr. Quagliano)
All items have gone through the Committee of a Whole Meeting.
Mr. Quagliano moved to approve the Consent Agenda with removal of Item# 23.1.2
Mr. Quagliano moved, Mr. Geheren 2nd
6-0 Motion Carried

1. **Board of Education** (Mr. Quagliano)

1. **Minutes (A)**
The following minutes are presented for approval.
Recommendation: Seeking approval of the Board as presented.

~~2. **Graduation Event Location Agreement (A)** (Dr. Rowe)~~ ***Item Removed***
~~Dr. Rowe will present an agreement with Willow Creek of Barrington for consideration to host Huntley High School's Graduation Event in May 2022.~~
~~**Recommendation:** Administration is recommending the board approve the agreement with Willow Creek to host Huntley High School's graduation ceremony.~~

2. **Human Resources Committee** (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)
1. **HR Personnel (A)** (Dr. Zehr)
Sought approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

3. **Finance Committee** (Mr. Quagliano-chair, Mr. Cratty, Mr. Gentry)
1. **Payables (A)** (Mr. Altmayer)
Mr. Altmayer sought approval of the Purchase Orders issued at $1,344,291.66; Accounts Payable issued at $2,336.95; Imprest issued at $76,617.40and Disbursements issued at $2,292,357.02, as presented.
Recommendation: Seeking approval of the Board for payables issued, as presented.

4. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)
1. **Fox Valley Fire proposal for Life Safety Systems Inspections service contract extension (A)** (Mr. Renkosik)
Mr. Renkosik presented to the Board of Education the proposal to approve Fox Valley Fire and Safey's proposal for a three-year contract extension.
Recommendation: Seeking approval of the Board at their next Regular meeting.
2. **Authorized Agent of the District 158 Board of Education for energy procurement contract approvals (A)** (Mr. Renkosik)
The Board of Education designates Mr. Paul Troy as the authorized agent of the Board of Education to sign approval of natural gas and electricity procurement contracts until the January 2023 Board meeting at which time this authorization will be reviewed.
Recommendation: Seeking approval of the Board at their next Regular meeting.
3. **Professional Consulting Services Agreement with Kimley Horn for Pavement Improvements project at Marlowe Middle School (A)** (Mr. Renkosik) The Administration requests Building Committee consider recommending the Board of Education approve the Agreement for Professional Consulting Services from Kimley Horn dated 11-16-12 as attached at their December 16, 2021, Regular Board meeting.
Recommendation: Seeking approval of the Board at their next Regular meeting.
4. **Roof System, Replacement and Repairs Bids # 2021-68a (A)** The Administration requests the Building Committee consider recommending the Board of Education approve the award of the bid to Anthony Roofing Tecta America, LLC in the amount of $579,125.00 and their unit process as listed in the bid summary attached at the December 16, 2021, Regular Board meeting.
Recommendation: Seeking approval of the Board at their next Regular meeting.

21. **Action Items / Roll/ Voice Call** (Mr. Quagliano)
Action items require a motion and a second; discussion if needed; and roll call.
1. **Supplemental Purchase Orders (A)** (Mr. Altmayer)
Administration recommends approval of the Supplemental Purchase Orders Report at $10,040,890.53 and Supplemental Accounts Payable at $11,552.88 as presented.
Mr. Quagliano moved, Mr. Gentry 2nd
Roll Call: Ayes 6 / Nays 0/ Motion Carried
Mr. Quagliano, Mr. Gentry, Mrs. Maiorino, Mr. Troy, Mr. Geheren, Mrs. Melendy, Mr. Cratty
Recommendation:Seeking approval by the Board as presented.
2. **Bus Driver Contracting MOU HESPA (A)** (Dr. Zehr)
Dr. Zehr presented MOU to the BOE.

Seeking approval of the Board as presented.
Mr. Quagliano Moved, Mr. Gentry 2nd
Roll Call: Ayes 6 / Nays 0/ Motion Carried
3. **Levy 2021 - Property Tax Extension (A)** (Mr. Altmayer)
The Tax Levy Hearing was held at 7:05 p.m. on December 16,2021 at the Administration Building; seeking approval of the 2021 Levy presented at the Levy Hearing.
Mr. Quagliano moved, Mr. Gentry 2nd
Roll Call: Ayes 6 / Nays 0/ Motion Carried
Mr. Quagliano, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Troy, Mr. Cratty, Mrs. Melendy

24.4 **Graduation Venue** *(Removed from consent agenda and added to th Action Items)*
Graduation Event Location Agreement (A)
The Willow Creek of Barrington Graduation Ageement was presented to the BOE. Each Board member gave their opinions and thoughts about said location. The Admin. team fielded several quesitons. After a very indept discuss the Event Location was put to a vote.
Mr. Quagliano motion but no second.

22. **Adjournment (A)** (Mr. Quagliano)
Motion to adjourn the meeting at 9:09 p.m.
Mr. Quagliano Moved, Mr. Gentry 2nd
Voice Call: Ayes 6/ Nays 0/ **Motion Carried**

Submitted by,
Julie Stock, Board Operations
Paul Troy, Board Secretary

_____ _____
President Date Secretary Date

Date: Thursday, December 2, 2021
Meeting: Committee of the Whole with Closed Session as per OMA and 5ILCS120/2c
Time: 6:00 PM
Location: District Office
650 Dr. John Burkey Drive
Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.
Board of Education Members: President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Quagliano)

Call to Order the Committee of the Whole meeting for Thursday, December 2, 2021 at 6:02 p.m.
A quorum must be met.
Roll Call: Ayes 6 / Nays 0 /Absent 1-Mrs. Melendy / Motion Carried
Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino
Mr. Geheren was remote.

2. **Pledge of Allegiance**

The following students from Martin Elementary School will lead us in the Pledge.
Nathan Pringey, Addison Buesing, John Coleman IV, Zoe Schweikhofer, Sophia Buchs,
Bianca Herrera, Cody Thackwray.

3. **Student Recognition by the Board of Education:**

The following students from Marlowe and Heineman Middle School were selected to compete at ~~I~~**ILMEA District 9 Musical Festival.**

Giovanni Clark, Claire Darchewsky, Jill Dobek, Michelle Sobolewski, Miles Taylor, Emma Thorstenson, Josephine Blover, and Logan McCabe.

The following nine Students were selected to performed in the **ILMEA District IX Festival**. Kimberly Bjurstom, Serafina Druetta, Kendall Elrod, Drew Helinsk, Ally Jorgensen, Grace Lehmann, David Sommer, Joshua Thorstenson and Zach Ulmer.

4. **Public Comment - None**

5. **Revision and Adoption of the Agenda (A)** (Mr. Quagliano)

Motion to adopt the agenda as presented or with changes.
Mr. Quagliano moved, Mr. Troy 2nd
Voice Call: Ayes 6 / Nays 0/ Motion Carried
Recommendation: The Agenda was approved as presented.

6. **Finance Committee** (Mr. Quagliano-chair, Mr. Gentry, Mr. Cratty)

   1. **Payables (A)** (Mr. Altmayer)

   The Finance Committee is submitting the purchase orders at $1,344,291.66; imprest checks at $76,617.40; accounts payable at $2,336.95; and disbursements issued at $2,292,357.02; for review and seeking approval to move forward.
   Recommendation: Seeking approval of the Board at their next Regular meeting.

   2. **Monthly Fiscal Updates (R)** (Mr. Altmayer)

   Mr. Altmayer provided the monthly fiscal updates and the Activity Fund Balance Report.
   Recommendation: For informational purposes only.

   3. **Revenue & Expenditures Report (R)** (Mr. Altmayer)

   Monthly report was presented for review and comment.
   Recommendation: For informational purposes only.

7. **Human Resources (HR) Committee** (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)

1. **Monthly Human Resources Updates (R)** (Dr. Zehr)

Dr. Zehr provided the monthly Human Resources updates.

Recommendation: For informational purposes only.

8. **Building and Grounds (B&G) Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)

1. **O&M Updates (R)** (Mr. Renkosik)

Mr. Renkosik reported on O&M project updates.

Recommendation: For informational purposes only.

1. **Fox Valley Fire proposal for Life Safety Systems Inspections service contract extension (A)** (Mr. Renkosik)

Mr. Renkosik presented to the Board of Education the proposal to approve Fox Valley Fire and Safey's proposal for a three-year contract extension.

Recommendation: Seeking approval of the Board at their next Regular meeting.

2. **Authorized Agent of the District 158 Board of Education for energy procurement contract approvals (A)** (Mr. Renkosik)

The Board of Education designates _____ as the authorized agent of the Board of Education to sign approval of natural gas and electricity procurement contracts until the January 2023 Board meeting at which time this authorization will be reviewed.

The BOE had a discussion and appointed Mr. Troy to be the Authorized Agent.

Recommendation: Seeking approval of the Board at their next Regular meeting.

3. **Professional Consulting Services Agreement with Kimley Horn for Pavement Improvements project at Marlowe Middle School (A)** (Mr. Renkosik) The Administration requests Building Committee consider recommending the Board of Education approve the Agreement for Professional Consulting Services from Kimley Horn dated 11-16-12 as attached at their December 16, 2021, Regular Board meeting.

Recommendation: Seeking approval of the Board at their next Regular meeting.

4. **Roof System, Replacement and Repairs Bids # 2021-68a (A)** The Administration requests the Building Committee consider recommending the Board of Education approve the award of the bid to Anthony Roofing Tecta America, LLC in the amount of $579,125.00 and their unit process as listed in the bid summary attached at the December 16, 2021, Regular Board meeting.

Recommendation: Seeking approval of the Board at their next Regular meeting.

9. **Legislation Committee** (Mr. Cratty-chair, Mrs. Melendy, Mrs. Maiorino)

1. **Legislation Updates -None**

10. **Board of Education** (Mr. Quagliano)

1. **Minutes (A)**

The following meeting minutes have been prepared for review and approval.

Recommendation: Seeking approval of the Board at their next regular meeting.

2. **Graduation Event Location Agreement (A)** (Dr. Rowe)

Dr. Rowe presented an agreement with Willow Creek of Barrington for consideration to host Huntley High School's Graduation Event in May 2022.

This item was discussed at great length and will be again at the Regular Meeting.

11. **Closed Session / Roll Call (A)** (Mr. Quagliano)

Move to enter into Closed Session at 7:47 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c ford discussion of: (1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; (2) Collective negotiating matters; (9) Student Disciplinary; (11) Litigation; (21) Discussion of minutes of meetings lawfully closed under this Act.

Mr. Quagliano moved, Mr. Cratty 2nd

Roll Call: Ayes 6/ Nays 0/ Absent 1-Mrs. Melendy/ Motion Carried

Members: Mr. Troy, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mrs. Maiorino, Mr. Cratty

1. **Exit Closed Session / Voice Call (A)** (Mr. Quagliano)

The BOE exited closed session @ 9:20pm

12. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano)

Resume the Committee of the Whole meeting at 9:20 p.m.

Roll Call: Ayes 6 / Absent 1-Mrs. Melendy/ **Motion** Carried

13. **<u>Adjournment</u> (A)** (Mr. Quagliano)
Motion to adjourn the meeting at 9:21 p.m.
Mr. Quagliano moved, Mrs. Maiorino 2nd.
Voice Call: Ayes 6 / Nays 0 / Motion Carried

Huntley Community School District 158 – Board of Education

Finance Agenda

Date: Thursday, December 16, 2021
Meeting: Levy Hearing as per OMA and 5ILCS120/2c
Time: 7:05 PM
Location: District Office
650 Dr. John Burkey Drive
Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.
Board of Education Members: President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Levy Hearing**

Call to Order the Levy Hearing for December 16,2021 at 7:05 p.m.
A quorum was met.
Members: Mr. Quagliano, Mr. Troy, Mr. Gentry, Mr. Geheren, Mrs. Melendy, Mrs. Maiorino, Mr. Cratty
Roll Call: Ayes 6 / Nays 0 / Absent 1- Mrs. Melendy / Motion Carried

2. **Testimony for the 2021 Levy**

Mr. Altmayer presented the 2021 Property Tax Levy powerpoint. Mr. Altmayer fielded several questions regarding the purposes of the Property Tax Levy. The powerpoint can be found on our website.
Members: Mr. Quagliano, Mr. Gentry, Mr. Geheren, Mrs. Maiorino, Mr. Cratty, Mr. Troy, Mrs. Melendy.
Recommendation: Mr. Altmayer sought approval for he 2021 Levy during the regular Portion of the December 16, 2021 Regular Meeting.

3. **Public Comment as per Policy 2:230**

Diane Bittman

4. **Adjournment**

Move to adjourn the Levy Hearing at 7:34 p.m.
Voice Call: Ayes 6 / Nays 0 / Motion Carried
Recommendation: Adjournment of the Levy Hearing. The Board will resume the Regular Meeting at this time.

NORTHERN ILLINOIS UNIVERSITY CONVOCATION CENTER

LICENSE AGREEMENT

EVENT CODE: 7022210; 7023211; 7024212

LICENSE AGREEMENT NUMBER: 5/21/2022; 5/20/2023; 5/18/2024

EVENT: Huntley High School Graduation

CERTIFICATE OF INSURANCE RECEIVED: _____

DEPOSIT RECEIVED $_____DATE:_____ CHECK NO._____

THIS AGREEMENT MUST BE SIGNED BY THE LICENSEE AND RETURNED WITHIN 14 DAYS FROM THE ISSUE DATE ALONG WITH ANY APPLICABLE DEPOSITS OR THE AGREEMENT MAY BE DECLARED NULL AND VOID AND LICENSOR SHALL HAVE THE RIGHT TO CANCEL THE DATES BEING HELD AND COVERED BY THIS AGREEMENT WITHOUT NOTICE.

THIS LICENSE AGREEMENT (together with the Exhibits attached hereto, the "Agreement"), dated as of the 18th day of January, 2022, by and between the Board of Trustees of Northern Illinois University, a body corporate and politic of the State of Illinois ("LICENSOR"), and

Huntley Community School District 158
Attn: Marcus Belin
mbelin@district158.org
Phone: 847-659-6103

("LICENSEE"),

W I T N E S S E T H:

Whereas LICENSOR is the owner, operator and manager of the Northern Illinois University Convocation Center ("CONVOCATION CENTER"), located in De Kalb, Illinois, and

Whereas LICENSEE desires to use all or a portion of the CONVOCATION CENTER, as set forth below, for the purposes and in accordance with the terms and conditions set forth herein,

NOW, THEREFORE, in consideration of the foregoing and the mutual promises, covenants and agreements herein contained, the parties hereto, intending to be legally bound, hereby agree as follows:

1. USE OF THE CONVOCATION CENTER:

A. LICENSE AND TERM: LICENSOR hereby grants LICENSEE, upon the terms and conditions hereinafter expressed, a license to use those areas of the CONVOCATION CENTER described on Exhibit A attached hereto, including all improvements, furniture, fixtures, easements, rights of ingress and egress, and appurtenances thereto, during the dates and times set forth on Exhibit A (each such date and time, an "EVENT"). Available dressing rooms, office space and storage space shall be provided at the sole discretion of LICENSOR and at no cost to LICENSEE during the EVENT. The license granted herein shall be effective as of the date and time set forth on Exhibit A and shall continue in effect, unless earlier terminated as set forth herein, until the stated date and time. Use of the CONVOCATION CENTER in excess of the time described herein may result in additional charges.

B. ADDITIONAL USE: In the event LICENSEE desires to use any portion of the CONVOCATION CENTER at any time other than during the dates and times delineated on Exhibit A, LICENSEE shall request from LICENSOR prior written permission to use the CONVOCATION CENTER, or portions thereof, on said dates and times. In the event such permission is granted, LICENSEE shall pay an additional fee as determined solely by LICENSOR for such use. Only the areas the LICENSOR authorizes in writing and made a part of this Agreement shall be occupied by LICENSEE.

C. SIMULTANEOUS USES: LICENSEE acknowledges that in addition to the use of the CONVOCATION CENTER as contemplated by this Agreement, the CONVOCATION CENTER and the various parts thereof may be used for the installation, holding, presentation and removal of other activities or events, and that in order for LICENSOR to operate the CONVOCATION CENTER as efficiently as practical, it may be necessary to make available to others certain services and accommodations of the CONVOCATION CENTER, including without limitation, entrances, exits, truck ramps, receiving areas, marshaling areas, outdoor areas, storage area, passenger and freight elevators and concession areas, which may be scheduled or shared with other activities or events. LICENSOR shall have the right, in its sole discretion, to use or permit the use of any portion of the CONVOCATION CENTER other than the areas licensed herein to any person, firm or other entity regardless of the nature of the use of such other space. LICENSOR shall have full, complete and absolute authority to establish the schedule for the use and availability of such services and accommodations and to determine when and the extent to which the sharing of any such services and accommodations is necessary or desirable. LICENSEE shall comply with any schedules so established and cooperate in any sharing arrangements so determined.

D. EQUIPMENT AND SERVICES: All equipment, staffing and services necessary or required for this EVENT by the LICENSEE, the LICENSEE'S exhibitors or guests shall be ordered through and furnished by LICENSOR at the LICENSEE'S sole expense. These items may include, but are not necessarily limited to, EVENT staffing, special custodial services, equipment set-up and removal, equipment items, electrical and utility services, food and beverage services, decorator services, advertising, marketing and publicity costs, ticketing costs or any other equipment, staffing or services at rates established for the CONVOCATION CENTER. If any equipment, staffing or services are furnished, with or without charges, by LICENSOR to LICENSEE, LICENSOR shall in no event be liable for a failure to provide such services when prevented by strikes, accidents or other causes beyond the reasonable control or prevention of LICENSOR or during the repairing of equipment which is provided by LICENSOR for such purposes. LICENSOR reserves the right to supply, operate and control all equipment used for the EVENT. If LICENSOR is unable to provide requested equipment or agrees to allow LICENSEE to bring equipment into the CONVOCATION CENTER, LICENSEE warrants that such equipment brought into the CONVOCATION CENTER shall be in good working order and meet all applicable safety regulations. LICENSEE accepts responsibility for supervision and guarding of its equipment, its property and the property of its employees, subcontractors and agents.

E. UTILITY SERVICES: LICENSOR shall supply lighting, heating or air conditioning and water as installed, at such times and in such amounts as shall be reasonably necessary in LICENSOR'S sole opinion, which shall be conducive for the comfortable use and occupancy of the CONVOCATION CENTER, except when prevented by strikes, accidents or other causes beyond the control or prevention of LICENSOR and except during the repairing of equipment or apparatus in the CONVOCATION CENTER which is provided for such air conditioning and illuminating purposes. All special electrical, water, gas, telecommunications and cable television services needed by the LICENSEE, the LICENSEE'S exhibitors or guests shall be ordered through and furnished by LICENSOR.

F. STAFFING AND LABOR: LICENSOR retains the right to determine the appropriate number of personnel necessary to serve and protect the public properly. All personnel provided by LICENSOR shall remain employees of LICENSOR and shall be under direct supervision of LICENSOR staff. LICENSEE shall not perform any work or employ any personnel in connection with the EVENT unless the work or employment conforms to labor Agreements to which LICENSOR is party or which control labor activities at the CONVOCATION CENTER, if any. At LICENSEE'S request, LICENSOR shall advise LICENSEE of pertinent provisions of the labor Agreements, if any.

G. CLEANING SERVICES: LICENSOR shall provide at its expense and at its discretion, appropriate cleaning services of corridors, public lobbies and rest rooms with necessary equipment, materials, supplies, labor and supervision and standard cleaning services normally and customarily provided after each EVENT, but only in normal and reasonable amounts.

H. PARKING: LICENSOR shall operate all parking facilities at its sole expense and retain all revenues collected therefrom. LICENSOR shall have the sole right to determine parking fees. Each vehicle shall be assessed a parking fee upon entrance to the parking areas controlled by the CONVOCATION CENTER. If LICENSEE desires that its attendees not pay the parking fee, LICENSEE may make prior arrangements with LICENSOR and LICENSEE may pay all or a portion of the parking fee. The amount of the parking fee, however, shall remain the same. LICENSEE may obtain up to twenty (20) free parking passes per day for the EVENT.

I. MANAGEMENT CONTROL: LICENSOR shall at all times maintain control of the CONVOCATION CENTER and shall enforce all rules and regulations relative to its operation. When applicable, the CONVOCATION CENTER shall provide LICENSEE a copy of its rules and regulations.

J. UNLAWFUL OR IMMORAL USE: LICENSEE shall not use the CONVOCATION CENTER, or permit the CONVOCATION CENTER to be used by any of its officers, agents, employees, guests or invitees, for any unlawful or immoral purpose or in any manner so as to injure persons or property in, on or near the CONVOCATION CENTER.

2. FINANCIAL TERMS AND CONDITIONS:

A. LICENSE FEE: LICENSEE shall pay a fee in the amount as set forth on Exhibit B attached hereto ("License Fee"). If the License Fee includes a percentage of revenue generated from an EVENT, then no collections, whether for charity or otherwise, shall be made, attempted or announced at the CONVOCATION CENTER, without first having made a written request and received the prior written consent of LICENSOR. Donations or collections may be allowed by LICENSOR in lieu of an admission ticket, and in such event, all such monies received from such collections or donations shall be considered as ticket revenues for the purpose of determining the License Fee due to LICENSOR.

B. TICKETING FEES: If the EVENT has no percentage license fee, then LICENSOR shall be reimbursed for the labor expenses incurred for the ticketing services in addition to the license fee. No portion of the ticketing phone or outlet convenience charges shall be shared with the LICENSEE.

C. OTHER CHARGES: In addition to the License Fee, LICENSEE shall pay LICENSOR for Additional Use, equipment, staffing and services as provided in Article 1 in accordance with the latest Convocation Center rate sheets, which shall be furnished to the LICENSEE upon request, or as otherwise determined by LICENSOR. In addition to payment of these expenses, LICENSEE shall be responsible for all additional expenses incurred by LICENSOR in connection with the holding of the EVENT at the CONVOCATION CENTER. This responsibility shall survive and continue after the Settlement described in paragraph J of this Article.

D. DEPOSIT: LICENSEE shall pay LICENSOR a deposit as provided in Exhibit B. The deposit shall be applied against the total charges for the EVENT at settlement. LICENSOR reserves the right to retain any or all of the deposit if LICENSEE violates any terms of this Agreement. LICENSOR further reserves the right to retain any or all of the deposit and apply it to any expenses incurred due to cancellation of the EVENT or to pay expenses incurred which are payable by the LICENSEE as a result of the EVENT.

E. REFUND OF DEPOSITS: If LICENSEE shall for any reason fail to occupy or use the CONVOCATION CENTER as provided herein, no refund shall be made of any amounts paid by LICENSEE to LICENSOR hereunder, and the aggregate amount payable by LICENSEE to LICENSOR hereunder, including disbursements or expenses incurred by LICENSOR in connection herewith, shall be payable in full by LICENSEE to LICENSOR.

F. ADDITIONAL DEPOSITS: LICENSEE shall pay any additional deposits required by LICENSOR upon demand. Failure to pay additional deposits promptly may result in cancellation of the EVENT. In addition to the deposits required in Exhibit B, in order to ensure the payment to LICENSOR of the License Fee, the expenses and any other amounts as may accrue from time to time under this Agreement, LICENSEE shall deliver into the custody of LICENSOR upon demand by LICENSOR and at least ten (10) days prior to the first EVENT, a certified check payable to LICENSOR, performance bond, letter of credit, ticket sales escrow or other security acceptable to LICENSOR, in the amount required in Exhibit B. Should LICENSEE fail to pay the License Fee, the expenses or any other amounts due to LICENSOR in accordance with the terms of this Agreement, then LICENSOR may apply the proceeds of said check, performance bond, letter of credit, ticket sales escrow or other security in settlement thereof. The remedy provided herein shall be non-exclusive and shall be in addition to any other remedy available to LICENSOR in this Agreement or in law or equity.

G. LATE CHARGES: If LICENSEE fails to pay any amounts when due under this Agreement, LICENSEE shall pay to LICENSOR a late charge of 1.5% per month on the unpaid balance.

H. EVENT EXPENSE ESTIMATE: Upon LICENSEE'S request and upon receipt of specific EVENT information, LICENSOR shall provide EVENT cost estimates. Any cost estimate provided is a good faith attempt to identify EVENT costs. Cost estimates are not a firm price quotation, and the LICENSEE shall be held responsible to pay LICENSOR the full payment of the actual costs presented to the LICENSEE at settlement.

I. TAXES: LICENSOR shall not be liable for the payment of taxes, late charges or penalties of any nature relating to any EVENT or any revenue received by, or payments made to, LICENSEE in respect of any EVENT, except as otherwise provided by law. LICENSEE shall pay and discharge as they become due, promptly and before delinquency, all taxes, assessments, rates, damages, license fees, permits, municipal liens, levies, excises or imposts, whether general or special, or ordinary or extraordinary,

of every name, nature and kind whatsoever, including all governmental charges of whatsoever name, nature or kind, which may be levied, assessed, charged or imposed, or which may become a lien or charge against this Agreement or any other improvements now or hereafter owned by LICENSEE. LICENSEE shall relieve LICENSOR from any responsibility for acquiring or paying for such taxes, licenses or permits, except that LICENSOR shall remit any taxes collected at settlement on behalf of the LICENSEE.

J. SETTLEMENT: At the conclusion of the EVENT, license fees, reimbursable costs and other expenses shall be deducted from deposits, ticket receipts or other applicable revenue, with all remaining funds paid to the LICENSEE, without interest.

3. TICKETS AND SEATING

A. TICKET OFFICE CONTROL: LICENSOR shall at all times maintain control and direction of the ticket office, ticket personnel and ticket sales. Only employees under the direct control and supervision of LICENSOR shall be permitted use of LICENSOR'S ticket office facilities or otherwise be engaged as admissions control personnel. LICENSEE shall be required to use the computer ticketing company designated by LICENSOR and to abide by terms agreed upon between LICENSOR and the computer ticket company, unless LICENSOR agrees in writing to allow LICENSEE to utilize another method of selling tickets. If such permission is granted, LICENSEE must agree to follow the ticket consignment procedures set by LICENSOR. In the handling, control and custody of ticket receipts, whether received through the ticket office or otherwise, LICENSOR is acting for the accommodation and sole benefit of the LICENSEE and, as to such receipts, LICENSOR shall be responsible only for gross negligence or willful misconduct.

B. OUTLETS: NA.

C. ORDERING OF TICKETS: NA.

D. MANIFEST: A ticket printer's manifest shall be submitted in duplicate to LICENSOR when hard tickets are printed.

E. DELIVERY OF TICKETS: NA

F. TICKET PRICES: NA

G. COMPLIMENTARY TICKETS: LICENSEE shall provide to LICENSOR'S ticket office a designated, authorized representative to approve requests for complimentary tickets. No requests for complimentary tickets shall be processed without approval of this authorized representative.

H. PERSONAL CHECKS/CREDIT CARDS: NA

I. SEATING CAPACITY: LICENSEE shall not sell or distribute in any fashion tickets or passes in excess of the seating capacity for the EVENT. LICENSOR shall have the sole right to establish capacities in the CONVOCATION CENTER. LICENSEE shall not admit to the CONVOCATION CENTER a larger number of persons than can safely and freely move about in the CONVOCATION CENTER.

J. OBSTRUCTED VIEW SEATS: LICENSEE agrees that any seats with limited or impaired vision shall be marked as "OBSTRUCTED VIEW" or "LIMITED VIEW."

K. TICKET REFUNDS: NA

L. CAPITAL IMPROVEMENT FEE: NA

M. PREMIUM SEAT TICKETS: Tickets used by LICENSOR for private suite holders shall not be included on ticket manifest or in gross receipts calculations, and all revenue derived from this premium seating shall be retained by LICENSOR.

N. RELOCATE SEATS: NA

O. ACCOUNTING: LICENSOR shall provide at settlement a manifest indicating total inventory of tickets that was available for sale and a statement listing tickets sold, discounted tickets sold, tickets unsold and complimentary tickets processed. LICENSOR'S ticket office shall provide ticket counts for LICENSEE daily or as needed during ticket office business hours.

P. SCALPING: NA

4. FOOD, BEVERAGES, MERCHANDISE AND PARKING:

A. LICENSOR RETAINED REVENUES AND RIGHTS: LICENSOR shall retain one hundred percent (100%) of all revenues generated in connection with the sale of food and beverages, merchandise and parking at the CONVOCATION CENTER. LICENSOR reserves all rights to concession sales, including, but not necessarily limited to, all food and beverage products, vending items, souvenirs, novelties and checkroom services except as otherwise provided.

B. CATERING: All catering must be provided by LICENSOR or LICENSOR'S contracted caterer unless agreement to the contrary is reached in writing no fewer than fourteen (14) days prior to event.

C. FREE SAMPLES: Neither LICENSEE nor any of LICENSEE'S exhibitors, patrons or guests may sell or give away any samples of food, beverages or any product without prior written approval of LICENSOR.

D. INTERMISSION: LICENSEE agrees that every public performance which is not staged within a single hour shall have an intermission of not less than fifteen

(15) minutes, excepting religious services or other engagements specifically excluded, and that LICENSOR reserves the right to assess a fee in advance, or a penalty after the fact, if an intermission is not held, except as otherwise agreed to in writing.

E. ALCOHOLIC BEVERAGES: N/A

5. RIGHTS AND RESPONSIBILITIES OF LICENSEE

A. AUTHORIZED AGENT: An authorized representative of LICENSEE with decision making capabilities must be at the CONVOCATION CENTER for the duration of any load-in, set-up, rehearsal(s), performance(s), strike and load-out of all scheduled EVENTS, unless prior arrangements have been made with the appropriate staff of LICENSOR.

B. CLEANING: LICENSEE shall keep the CONVOCATION CENTER in an orderly condition, and shall cause all refuse, rubbish and debris to be deposited in containers or at locations in the CONVOCATION CENTER which are designated for that purpose.

C. CONDITION OF CONVOCATION CENTER: LICENSEE acknowledges that LICENSEE has inspected the CONVOCATION CENTER, and that LICENSEE is satisfied with the condition, fitness and order of the CONVOCATION CENTER and has accepted the CONVOCATION CENTER in its present condition. Neither LICENSOR nor LICENSOR'S employees or agents have made any representations or warranties with respect to the CONVOCATION CENTER. Commencement of the use of the CONVOCATION CENTER by LICENSEE shall be conclusive evidence against LICENSEE that the CONVOCATION CENTER was in good repair and satisfactory condition, fitness and order when such use commenced. LICENSOR shall have the continuing obligation and responsibility to maintain and keep the CONVOCATION CENTER in good order and repair, normal wear and tear excepted, provided, however, that any damages to the CONVOCATION CENTER and its appurtenances caused by LICENSEE or its officers, agents, employees, guests or invitees shall be paid for by LICENSEE at the estimated or actual cost of repair.

D. ALTERATIONS AND IMPROVEMENTS: LICENSEE shall not make any alterations or improvements to the CONVOCATION CENTER without the prior written consent of LICENSOR. Any alterations or improvements of whatever nature made or placed by LICENSEE to or on the CONVOCATION CENTER, except movable trade fixtures, shall, at the option of LICENSOR, (i) be removed by LICENSEE, at LICENSEE'S expense, immediately upon the conclusion of the EVENT, or (ii) become the property of LICENSOR.

E. SHIPMENTS: LICENSEE shall not direct shipments to LICENSOR prior to the first set up day of the EVENT without advance written permission of LICENSOR. LICENSOR reserves the right to refuse any shipments.

F. COPYRIGHT: LICENSEE shall assume all responsibility for procuring and paying for the use of any copyrights, trademarks or other materials used in the EVENT. LICENSEE further agrees to save and hold harmless LICENSOR and its trustees, officers, employees and agents from any costs or claims arising from any alleged copyright or trademark violations. LICENSEE warrants that it has in effect, and shall maintain in effect during the time of the EVENT, valid performing rights and licenses for the EVENT. LICENSEE further agrees to submit upon demand valid written evidence of such licenses.

G. DISABILITIES: LICENSEE agrees to abide by all procedures and policies to insure that the EVENT complies with all legislation respecting persons with disabilities. LICENSEE shall be responsible for ensuring that the CONVOCATION CENTER complies and continues to comply in all respects with the Americans with Disabilities Act (ADA), including accessibility, usability and configuration insofar as LICENSEE modifies, rearranges or sets up in the CONVOCATION CENTER in order to accommodate LICENSEE'S usage. LICENSEE shall be responsible for any violations of the ADA that arise from LICENSEE'S reconfiguration of the seating areas or modification of other portions of the CONVOCATION CENTER in order to accommodate LICENSEE'S usage. LICENSEE shall be responsible for providing auxiliary aids and services that are ancillary to its usage and for ensuring that the policies, practices and procedures it applies in connection with the EVENT are in compliance with the ADA.

H. NOTIFICATION: It is the obligation and responsibility of LICENSEE to inform in a timely manner the performer's management and its clients contracted with LICENSEE of any and all general conditions, restrictions and policies specified in this Agreement. LICENSOR shall not be held responsible for any discrepancies, difficulties or charges that might occur if LICENSEE'S artist and clients are not aware of LICENSOR'S restrictions and policies.

I. PRODUCTION REQUIREMENTS: LICENSEE shall furnish LICENSOR with detailed production and EVENT requirements no later than two (2) weeks prior to the beginning of the EVENT. The intent of the foregoing is to enable both parties of this Agreement to anticipate and work out in advance any problems that might occur relating to LICENSEE'S use of CONVOCATION CENTER. Further, LICENSOR requires advance information in order to schedule the appropriate personnel and equipment for LICENSEE'S use of CONVOCATION CENTER and to compile expense estimates. LICENSOR shall provide a reasonable amount of production consulting at no cost. A fee shall be levied for any excessive production demands place upon LICENSOR'S employees.

J. STORAGE OF GOODS AND SURRENDER OF PREMISES: Upon the termination of this Agreement for any reason whatsoever, LICENSEE shall immediately quit and surrender the CONVOCATION CENTER to LICENSOR. Upon such quitting and surrender, the CONVOCATION CENTER shall be in the same condition of cleanliness as at the beginning of the EVENT and in good order, ordinary wear excepted. LICENSEE shall promptly remove from the CONVOCATION CENTER any goods or chattels brought

or permitted in the CONVOCATION CENTER. At the end of the EVENT, LICENSOR shall have the right, but not the obligation, in addition to any other rights provided by law or elsewhere in this Agreement, to remove or store the property of LICENSEE and any third parties occupying the CONVOCATION CENTER pursuant to this Agreement in such manner as it may deem reasonable under the circumstances. All costs resulting from the removal or storage of such property shall be borne exclusively by LICENSEE, and LICENSOR shall have the right to retain ticket office receipts or any other funds otherwise payable to LICENSEE in satisfaction of such costs. LICENSOR shall incur no liability whatsoever in connection with such removal or storage, except for willful malfeasance on its part. LICENSOR shall exercise all reasonable care to safeguard the property of the LICENSEE while in the CONVOCATION CENTER, however, LICENSOR shall assume no responsibility whatsoever for any property placed in LICENSOR'S facilities and is hereby expressly relieved and discharged from any and all liability for any loss, injury, or damage to persons or property that may be sustained by reason of the occupancy of the CONVOCATION CENTER, or any part thereof under this Agreement except if caused by the gross negligence of LICENSOR.

K. TRANSPORTATION: All transportation of LICENSEE equipment and personnel required for this EVENT shall be the responsibility of the LICENSEE.

6. PUBLIC SAFETY:

A. PUBLIC SAFETY: LICENSEE shall at all times conduct activities with full regard to public safety and shall observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety and with LICENSOR'S regulations and requests established or made to assure such safety. LICENSOR has the right at all times to take such steps as it deems necessary to ensure public safety.

B. OBSTRUCTIONS: It is further understood and agreed that LICENSEE shall permit no chairs or seats to be or to remain in the passageways, fire exits and other exits of the CONVOCATION CENTER and shall keep all passageways, fire exits and other exits clear at all times; and the sidewalk, grounds, entries, passages, vestibules, halls, elevators, abutting streets and all ways of access to public utilities of CONVOCATION CENTER shall not be obstructed by LICENSEE or used for any purpose other than for ingress to, and egress from, the CONVOCATION CENTER.

C. HAZARDS: LICENSEE shall not bring into the CONVOCATION CENTER or generate therein any material, substance, equipment or object, including a hazardous material, which is likely to endanger the life of, or cause bodily injury to, any person in the CONVOCATION CENTER or which is likely to constitute a hazard to property thereon, without the prior approval of LICENSOR. LICENSOR shall have the right to refuse to allow such material, substance, equipment or object to be brought into the CONVOCATION CENTER and the further right to require its immediate removal if found thereon. "Hazardous material" shall include, without limitation, those substances included

within the definitions of “hazardous substances,” “hazardous materials,” “toxic substances” or “solid waste” in any applicable state or federal environmental law.

D. EVACUATION: LICENSOR shall have the sole right to determine when and if it is necessary to evacuate the CONVOCATION CENTER for whatever reason. If such evacuation occurs and results in cancellation of the EVENT, LICENSEE hereby agrees to waive any claims for damages against LICENSOR. Should it become necessary in the judgment of LICENSOR to evacuate and then later reoccupy the CONVOCATION CENTER because of a bomb threat or for other reasons of public safety, LICENSEE shall retain possession of the CONVOCATION CENTER for sufficient time to complete presentation of its activity without additional license charges, providing such time does not interfere with another building commitment. If it is not possible to complete presentation of the activity, the License Fee shall be forfeited, prorated or adjusted at the discretion of LICENSOR based on the situation, and the LICENSEE hereby waives any claim for damages or compensation from LICENSOR.

E. LASER AND PYROTECHNIC DEVICES: LICENSEE shall with respect to the use of any and all laser and pyrotechnic devices to be operated in connection with the presentation of the EVENT, if any, comply with all laws, rules, regulations, prescriptions, criteria and policies of all federal, state and municipal authorities or agencies applicable thereto, including, without limitation, the applicable rules, regulations and directives of LICENSOR. LICENSEE shall deliver all supporting documentation confirming LICENSEE'S compliance with the above requirements at least seven (7) days prior to the first performance of the EVENT. Notwithstanding all of the foregoing, LICENSEE shall not use any laser or pyrotechnic devices whatsoever without the prior written consent of LICENSOR, which may be withheld in LICENSOR’S sole discretion.

F. ENTRANCES AND EXITS: The entrances and exits of the CONVOCATION CENTER shall be locked or unlocked during the EVENT as LICENSEE may direct, subject to regulations of federal, state or municipal authorities, any lawful direction of peace officers, and also subject to LICENSOR'S approval. No exit door or other exit shall be locked, blocked or bolted, preventing egress, while the CONVOCATION CENTER is in use. All designated exitways shall be maintained in such manner as to be visible at all times. LICENSOR shall, at LICENSEE'S expense, at all times maintain security, as designated by LICENSOR, at all exits and entrances of the CONVOCATION CENTER when such exits and entrances are unlocked. Articles, fittings, fixtures, materials and equipment shall be brought into or removed from the CONVOCATION CENTER only at entrances and exits designated by LICENSOR. The total number and weight of vehicles which may enter the CONVOCATION CENTER at one time shall be determined by LICENSOR in its absolute discretion.

G. ANNOUNCEMENTS: LICENSOR reserves the right to make announcements in the interest of public safety, to provide information to attendees and to announce upcoming events at the CONVOCATION CENTER.

H. ACCESS: LICENSOR shall have the right to free access of any and all areas of the CONVOCATION CENTER during the EVENT.

I. DANGEROUS PERSONS: LICENSOR reserves the right to eject or cause to be ejected from the CONVOCATION CENTER any person or persons who in the judgement of LICENSOR pose a threat to the safety of others attending the EVENT. LICENSOR shall not be liable for any damages which may be sustained as a result of such action. LICENSEE hereby appoints LICENSOR or any servant, employee or agent of LICENSOR, as LICENSEE'S agent to refuse admission to or to cause to be removed from the CONVOCATION CENTER any such person. Any persons employed by LICENSEE shall be under the general supervision and control of LICENSOR (but not as an agent, servant or employee of LICENSOR) while in or about the CONVOCATION CENTER and may be refused entrance by LICENSOR for non-compliance with provisions of this Agreement or for objectionable or improper conduct without any liability on LICENSOR'S part for such refusal or ejection.

J. OPENING OF DOORS: LICENSOR reserves the right to open the doors when LICENSOR deems it necessary to move the public into or out of the CONVOCATION CENTER in a safe and orderly manner. LICENSOR may cancel any sound checks or other EVENT preparations in order to move the public in or out of the CONVOCATION CENTER safely. Doors opening hours shall be in accordance with advertised time, LICENSOR'S policy and applicable law.

7. PROMOTION, ADVERTISING AND BROADCASTING:

A. EVENT SPONSORSHIP: LICENSEE shall not allow any advertising or media coverage publicizing the EVENT to state or imply that LICENSOR is sponsoring the EVENT unless the EVENT is, in fact, sponsored or co-sponsored by LICENSOR. The use of the CONVOCATION CENTER by any organization, individual or group of individuals does not in itself constitute endorsement by LICENSOR of that organization, individual or group of individuals, nor of any product, service, precept or tenet of any kind. Those who use the CONVOCATION CENTER are forbidden to express or imply such endorsement in any of the programs or performances carried on at the CONVOCATION CENTER or in advertising or promotion associated with such EVENTS. A statement of true EVENT sponsorship must appear in all advertising for an EVENT. LICENSOR reserves the right to withhold its name or logo from any advertisement, if used in any way other than to indicate the venue of the EVENT.

B. APPROVAL BY LICENSOR: In no case shall LICENSEE promote, advertise or arrange for the promotion or advertising of the EVENT in any medium whatsoever prior to receipt of written approval from LICENSOR. Such approval may be withheld by LICENSOR for any reason whatsoever in its sole discretion. Under no circumstances shall such approval be given until such time as there is full availability of tickets for the EVENT at LICENSOR'S ticket office. LICENSEE agrees that all advertising of the EVENT shall be honest, accurate and true.

C. LOGO USE: In all advertising as described herein, the standard logo of the CONVOCATION CENTER must be displayed and described in the manner directed by LICENSOR in its sole discretion.

D. USE OF VISUAL DEPICTION: Notwithstanding anything in this section to the contrary, LICENSEE acknowledges that there shall be no visual depiction of the CONVOCATION CENTER for advertising, promotional or any other purposes without the express written approval of LICENSOR.

E. EVENT PRESENTED AS ADVERTISED: LICENSEE represents and warrants to LICENSOR that it has secured all rights required to advertise or promote the EVENT, including the appearance of all artists, athletes or other persons participating therein. LICENSEE hereby guarantees that all persons or groups advertised as appearing in the EVENT shall in fact participate in the EVENT as advertised.

F. ADVERTISING/SIGNAGE: LICENSOR reserves all rights to advertising, signs, scoreboards, displays and banners of all types on, in and around the CONVOCATION CENTER, and all revenues therefrom shall accrue to LICENSOR. No signage shall be allowed to be placed by the LICENSEE, or any of the LICENSEE'S agents, employees or invitees without prior written approval of LICENSOR. LICENSEE shall not advertise, paint, post or exhibit, nor allow to be advertised, painted, posted or exhibited signs, advertisements, show bills, lithographs, posters or cards of any description inside or outside or on any part of the CONVOCATION CENTER except upon written permission of LICENSOR. LICENSOR reserves and retains the right to use the sound system, video system, display advertising capabilities and all other advertising capabilities in and about the CONVOCATION CENTER in any manner which in its sole opinion are desirable or appropriate, providing only that such announcements, descriptions, advertisements and use do not unduly disrupt or interfere with the EVENT.

G. ADVERTISING PLACEMENT: LICENSEE shall pay LICENSOR a negotiated fee for all advertising placed by LICENSOR'S marketing department. LICENSOR shall not pay for advertising of an EVENT which has been placed directly by LICENSEE without prior approval by LICENSOR'S marketing department.

H. PHOTOGRAPHS: LICENSOR shall honor requests from working media to and may have photographers photograph portions of the EVENT, subject to reasonable and proper restrictions, unless specifically prohibited by the LICENSEE in advance in writing. LICENSOR reserves the right to use photographs of and references to LICENSEE'S entertainment and activity, subject to artist approval and reasonable and proper restrictions, for promotion of the CONVOCATION CENTER and for archival purposes.

I. BROADCAST: LICENSEE shall not broadcast by television, radio or on the Internet, whether by way of video streaming, web casting or otherwise, any EVENT scheduled to be presented in the CONVOCATION CENTER under the terms of this Agreement without the prior written approval of LICENSOR. LICENSOR reserves all

rights and privileges for radio broadcasting, televising, video streaming, web casting, filming, videotaping, sound recording, photographing or any kinds of reproduction of whatever nature originating from CONVOCATION CENTER during the term of this Agreement. Should LICENSOR grant to LICENSEE such privilege, LICENSOR has the right to require payment for the privilege in addition to the License Fee. Such permission must be obtained in writing in advance of EVENT date. LICENSEE agrees that for all closed circuit television events there shall be two projection units in place and tested no less than twenty-four (24) hours before the scheduled EVENT time.

J. MEDIA COVERAGE: Media covering the EVENT shall be admitted to the EVENT with proper credentials which have been approved in advance of the EVENT by LICENSOR and LICENSEE.

8. INSURANCE AND INDEMNIFICATION:

A. INSURANCE: LICENSEE shall, at its own expense, secure and deliver to LICENSOR not less than thirty (30) days prior to the commencement of this Agreement, and shall keep in force at all times during the term of this Agreement, the following:

1. Commercial general liability insurance in a form acceptable to LICENSOR, covering its activities hereunder, including coverage for premises and operations, personal injury/advertising liability, products/completed operations, liability assumed under an insured contract, broad form property damages and independent contractors, in an amount not less than One Million Dollars ($1,000,000) for bodily injury and One Million Dollars ($1,000,000) for property damage, or such other amount as LICENSOR shall determine in its sole discretion;

2. Comprehensive automotive bodily injury and property damage insurance in a form acceptable to LICENSOR for business use covering all vehicles operated by LICENSEE, its officers, agents and employees in connection with its activities hereunder, whether owned by LICENSEE, LICENSOR or otherwise, with a combined single limit of not less than One Million Dollars ($1,000,000) (including an extension of hired and non-owned coverage); and

3. Worker's compensation and employer's liability insurance for LICENSEE'S employees, as follows:

Worker's compensation (Coverage "A")	Statutory Limits
Employer's liability (Coverage "B")	$100,000 each accident
	$300,000 disease-policy limit
	$100,000 disease-each employee

4. Umbrella insurance over the coverages required herein in the amount of at least Two Million Dollars ($2,000,000), or such other amount as LICENSOR shall determine in its sole discretion.

The following shall apply to the insurance policies required in the clauses above:

(i) LICENSOR and its trustees, officers, employees and agents shall be named as additional insureds thereunder. Not less than thirty (30) days prior to the date of the EVENT set forth on Exhibit A, LICENSEE shall deliver to LICENSOR certificates of

insurance evidencing the existence thereof, all in such form as LICENSOR may reasonably require. Each such policy or certificate shall contain a valid provision or endorsement stating, "This policy shall not be canceled or materially changed or altered without first giving thirty (30) days' prior written notice" to the Director of the CONVOCATION CENTER. If any of the insurance policies covered by the foregoing certificates of insurance shall expire prior to or during the time of an EVENT, LICENSEE shall deliver to LICENSOR at least thirty (30) days prior to such expiration a certificate of insurance evidencing the renewal of such policy or policies.

(ii) The coverage limits on such policies shall be on a per-occurrence basis only; there shall be no aggregate limit with respect to the aggregate amount of coverage provided thereunder.

(iii) LICENSEE hereby acknowledges that the coverage limits contained in any policy shall in no way limit the liabilities or obligations of LICENSEE under this Agreement, including, without limitation, LICENSEE'S indemnification obligations below.

The terms of all insurance policies referred to in this section shall preclude subrogation claims against LICENSOR and its trustees, officers, affiliates, employees and agents. The insurance must be written by an insurance company licensed to do business in the State of Illinois and have an A.M. Best rating of at least A-VI. If the LICENSEE fails to provide the aforementioned evidence of insurance by the stated date, LICENSOR shall have the right either to obtain the required insurance with the premium to be paid by the LICENSEE or to cancel the EVENT.

B. INDEMNIFICATION: LICENSEE shall indemnify, defend and hold harmless LICENSOR and its trustees, officers, affiliates, employees and agents from and against any and all losses, liabilities, claims, damages and expenses (including reasonable costs of investigation and attorneys' fees) (collectively, the "Losses") arising from (i) LICENSEE'S failure to comply with any and all federal, state, foreign, local and municipal regulations, ordinances, statutes, rules, laws and constitutional provisions (collectively, the "Laws") applicable to LICENSEE'S performance under this Agreement, (ii) any unlawful acts on the part of LICENSEE or its officers, employees, agents or subcontractors, (iii) personal or bodily injury to or death of persons or damage to the property of LICENSOR to the extent caused by the negligent acts, errors or omissions or the willful misconduct of LICENSEE or its officers, employees, agents or subcontractors, or (iv) the material breach or default by LICENSEE or its officers, employees, agents or subcontractors of any provisions of this Agreement.

LICENSEE shall assume, defend, indemnify, protect and hold harmless LICENSOR and its trustees, officers, affiliates, employees and agents against any and all claims, demands, losses, actions or causes of action of whatsoever kind, arising or resulting directly or indirectly from the use, occupancy or licensing of the CONVOCATION CENTER by the LICENSEE, its sub-licensees, contractors, subcontractors, exhibitors, agents, officers, employees or persons attending the EVENT; and without limiting the generality of the foregoing, shall include any claim for any loss or expense arising from any liability or claim of liability for injuries or damages to persons or property sustained or claimed to have been sustained by anyone by reason of the use of the CONVOCATION CENTER for the EVENT, whether such use was authorized or not or for any claims from

anyone for loss or damage to property placed on the CONVOCATION CENTER, except if such claims arise from the gross negligence of LICENSOR.

C. RISK OF LOSS: LICENSEE agrees that all of its property and any property of others brought or permitted to be brought into the CONVOCATION CENTER shall be at the risk of LICENSEE and that LICENSOR shall not be liable to LICENSEE for any loss or damage due to theft, cleaning, steam, electricity, gas, water or rain which may leak or flow from or into any part of the CONVOCATION CENTER, from fire or explosion, or from any other similar or dissimilar cause whatsoever. LICENSEE shall indemnify, defend and hold harmless LICENSOR and its trustees, officers, employees and agents from any claims for loss or damage to property brought into the CONVOCATION CENTER. LICENSEE shall assume all responsibility for any equipment or goods placed in storage on LICENSOR'S property. LICENSOR shall accept delivery of property addressed to LICENSEE only as a service to LICENSEE, and LICENSEE shall indemnify and hold harmless LICENSOR and its trustees, officers, employees and agents for any loss or damage to such property in the receipt, handling, care or custody of such property at any time. LICENSEE further indemnifies LICENSOR and its trustees, officers, employees and agents from any claims or costs related to claims from any third party for loss or damage to property during the time covered by this Agreement, unless caused by the gross negligence of LICENSOR.

9. DEFAULT, TERMINATION AND OTHER REMEDIES:

A. DEFAULT: LICENSEE shall be in default under this Agreement if any of the following occur: (i) LICENSEE fails to pay any amount due hereunder (including, without limitation, the License Fee, deposits, security or the expenses on demand) when the same are required to be paid hereunder or (ii) LICENSEE or any of its officers, employees or agents fails to perform or fulfill any other term, covenant or condition contained in this Agreement or (iii) LICENSEE is adjudicated a bankrupt or adjudged to be insolvent, or a receiver or trustee of LICENSEE'S property and affairs is appointed, or the LICENSEE makes an assignment for the benefit of creditors or files a petition in bankruptcy or insolvency or for the appointment of a receiver, or any execution or attachment is issued against LICENSEE or any of LICENSEE'S property under which any person other than LICENSEE attempts to take or occupy any of LICENSEE'S rights under this Agreement, and the execution or attachment is not set aside, vacated, discharged or bonded within fifteen (15) days after it issues. In the event of such default, this Agreement may at the option of LICENSOR be canceled, whether the term has commenced or any moneys have been prepaid or not, by delivering to LICENSEE notice to that effect, and upon such delivery this License shall cease, but without prejudice to any rights of LICENSOR which had accrued before the cancellation. In the event of such default, LICENSOR shall have the right to collect all license fees and expenses due from LICENSEE from either the sources herein described or as a first lien on all property of the LICENSEE in or upon the CONVOCATION CENTER at the time of any default of any provisions of this Agreement, and the LICENSEE hereby mortgages or pledges said property of LICENSEE for the purposes of securing the payment of all license fees and other expenses of the EVENT. LICENSOR may take possession of any and all of said

property and exercise any remedies provided by law. This remedy is not exclusive and LICENSOR may, at its discretion, pursue any appropriate remedy to recover any or all deficits remaining of the License Fee and expenses due LICENSOR or for any other default. Reference in this Agreement to any particular remedy shall not preclude LICENSOR from any other remedy. LICENSOR'S failure to seek redress for violation of, or to insist upon strict performance of, any covenant or conditions of this Agreement shall not prevent a subsequent act which would have originally constituted a violation from having all the force and effect of an original violation.

B. GOVERNMENTAL LIENS: If any monies become due hereunder from LICENSOR to LICENSEE or any assignee of LICENSEE, and if any payment or transfer thereof is or appears to LICENSOR to be subject to federal or other governmental licensing, withholding or other restrictive regulations, LICENSOR shall not be obligated to pay over or transfer moneys unless and until LICENSOR has been satisfied by LICENSEE that LICENSOR may lawfully pay over or transfer such moneys in compliance with such regulations, and any payments shall be subject to withholding of any such moneys if required under any such regulations.

C. FORCE MAJEURE, DEMOLITION, ALTERATION: LICENSOR and LICENSEE shall be excused from the performance of this Agreement in whole or in part by reason of any of the following causes: In the event the CONVOCATION CENTER or any portion thereof shall be destroyed or damaged by fire or other calamity so as to prevent the use of the CONVOCATION CENTER for the purposes specified herein, or if the CONVOCATION CENTER cannot be so used because of strikes, acts of God, national emergency, operation of law or other causes beyond the control of LICENSOR, then this Agreement shall terminate and LICENSOR is hereby released by LICENSEE from any damage caused thereby. LICENSEE hereby waives any claim against LICENSOR for damages or compensation by reason of such termination except that any unearned portion of the license fee or deposit due hereunder shall abate or be refunded by LICENSOR to LICENSEE.

D. INJUNCTIVE RELIEF: The parties agree and acknowledge that LICENSEE is a unique entity and, therefore, the rights and benefits that shall accrue to LICENSOR by reason of this Agreement are unique and that LICENSOR cannot be adequately compensated in money damages for LICENSEE'S failure to comply with the material obligations of LICENSEE under this Agreement and that therefore LICENSOR shall have the right to seek equitable relief (whether it be injunctive relief, specific performance or otherwise) in the event that LICENSEE violates its obligations herein. In addition to any other remedy available at law, equity or otherwise, LICENSOR shall have the right to seek to enjoin any breach or threatened breach or obtain specific performance of this Agreement by LICENSEE, or both, upon meeting its burden of proof of such breach or threatened breach as required by applicable statute or rule of law.

10. STATE CERTIFICATIONS

LICENSEE certifies the following as required by the laws and regulations of the State of Illinois and the rules and regulations of the Board of Trustees of Northern Illinois University:

A. BRIBERY: LICENSEE has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has LICENSEE made an admission of guilt of such conduct which is a matter of record, nor has an official, agent or employee of LICENSEE been so convicted or made such admission of bribery on its behalf and pursuant to the direction or authorization of a responsible official thereof.

B. TAX ENTITY: Under penalties of perjury, LICENSEE certifies that its federal Taxpayer Identification Number is _____. LICENSEE further certifies that it is doing business as a (please check one):

_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Corporation
_____ Not-for-profit Corporation
_____ Medical and Health Care Services Provider Corporation
_____ Real Estate Agent
_____ Governmental Entity
_____ Tax Exempt Organization (IRC 501 (a) only)
_____ Trust or Estate

C. DRUG FREE WORKPLACE: If LICENSEE has 25 or more employees, it is familiar with the Drug Free Workplace Act, 30 ILCS 580/1 et seq., and will provide a drug free workplace in compliance with said act.

D. SMOKE FREE CAMPUS ACT In accordance with Public Act 098-0985 (eff. July 1, 2015), smoking is prohibited on the campus of Northern Illinois University, including in and on the premises of the Convocation Center.

E. DEBT NONDELINQUENCY: LICENSEE is not barred from entering into a contract pursuant to Section 50-11 of the Illinois Procurement Code, 30 ILCS 500/50-11, based on the fact that it knows or should know that it is delinquent in the payment of any debt to the State of Illinois as defined by the Debt Collection Board. LICENSEE further acknowledges that LICENSOR may declare this agreement void if this certification is false or if LICENSEE is determined to be delinquent in the payment of any such debt during the term hereof.

F. INTERNATIONAL BOYCOTTS: Neither LICENSEE nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the United States Export Administration Act of 1979 or the regulations of the United States Department of Commerce promulgated under that act.

G. ILLINOIS USE TAX: LICENSEE is not barred from entering into a contract pursuant to Section 50-12 of the Illinois Procurement Code, 30 ILCS 500/50-12, based on the fact that it or any of its affiliates fails to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. LICENSEE further acknowledges that LICENSOR may declare this agreement void if this certification is false.

H. ENVIRONMENTAL PROTECTION ACT: LICENSEE is not barred from being awarded a contract pursuant to Section 50-14 of the Illinois Procurement Code, 30 ILCS 500/50-14, based on the fact that it has been found to have violated Section 42 of the Environmental Protection Act. LICENSEE further acknowledges that LICENSOR may declare this agreement void if this certification is false.

I. SECURITIES LAW COMPLIANCE: LICENSEE is not barred from being awarded a contract pursuant to Section 50-10.5 of the Illinois Procurement Code, 30 ILCS 500/50-10.5, based on the fact that neither it nor any of its officers, directors, partners or managerial agents has been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five (5) years prior to the date of this agreement. LICENSEE further acknowledges that LICENSOR may declare this agreement void if this certification is false.

J CONFLICT OF INTEREST: LICENSEE is not a firm, partnership, association or corporation in which any person who holds elective office in the State of Illinois, who holds a seat in the Illinois General Assembly, who is appointed or employed in any office or agency of Illinois state government or the Capital Development Board or the Illinois Toll Highway Authority, or is the spouse or minor child of any such person, is entitled to receive more than 7½% of the distributable income
thereof, or in which any such person, together with his or her spouse or minor children, is entitled to receive more than 15% of the distributable income thereof.

K. LEAD POISONING PREVENTION ACT: If the LICENSEE is an owner of a residential building in Illinois, it certifies that it has not committed a willful or knowing violation of the Lead Poisoning Prevention Act that has not been mitigated.

L. STATE BOARD OF ELECTIONS REGISTRATION: For profit businesses whose aggregate contracts, bids and proposals with the State of Illinois (including the state universities) exceed $50,000 are required to register with the State Board of Elections. PLEASE CHECK THE APPROPRIATE LINE BELOW.

_____The LICENSEE is not required to register as a business entity with the State Board of Elections pursuant to Section 20-160 of the Illinois Procurement Code, 30 ILCS 500/20-160; OR

_____The LICENSEE (a) has registered as a business entity with the State Board of Elections pursuant to Section 20-160 of the Illinois Procurement Code, 30 ILCS 500/20-160, (b) has submitted a copy of the Certificate of Registration to the Chief

Procurement Officer for Higher Education (see http://www.procure.stateuniv.state.il.us), and (c) acknowledges a continuing duty to update the registration.

LICENSEE further acknowledges that LICENSOR may declare its contract with the LICENSEE void if the LICENSEE fails to comply with the requirements of Section 20-160 of the Illinois Procurement Code, 30 ILCS 500/20-160.

M. VENDOR LEGAL AUTHORIZATION: Pursuant to sections 1-15.80 and 20-43 of the Illinois Procurement Code, 30 ILCS 500/1-15.80, 20-43, the LICENSEE is a properly formed and existing legal entity; and as applicable has obtained an assumed name certificate from the appropriate authority, and has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

11. MISCELLANEOUS PROVISIONS

A. ALTERATIONS, ADDENDA AND REPRESENTATIONS: This Agreement and its written addenda and exhibits shall supersede any and all variations, additions, addenda, representations or agreements to the terms of this Agreement. No alterations, amendments or modifications hereof shall be valid unless executed by an instrument in writing by the parties hereto and made a part of this Agreement.

B. AUTHORITY AND JURISDICTION: All matters not authorized expressly by the terms of this Agreement shall be reserved to the discretion of LICENSOR.

C. INDEPENDENT CONTRACTOR: LICENSOR and LICENSEE are acting as independent contractors with respect to all rights and obligations under this Agreement, and this Agreement shall not create a partnership, joint venture or employment relationship between LICENSOR and LICENSEE. Nothing herein contained shall make, or be construed to make, LICENSOR or LICENSEE a partner of one another, nor shall this Agreement be construed to create a partnership or joint venture between and of the parties hereto or referred to herein.

D. GOVERNING LAW: This Agreement shall be deemed to be made, governed by and construed in accordance with the laws of the State of Illinois without giving effect to the conflict of law principles thereof. LICENSOR may without liability refuse to perform any obligations otherwise arising under this Agreement if performance of such obligations would in any way violate or result in conflict on the part of LICENSOR or LICENSEE with applicable federal, state or municipal laws, or be objectionable or contrary to public interests, with all such judgments to be made by LICENSOR in its sole reasonable discretion. LICENSEE shall comply with all legal requirements which arise with respect of the CONVOCATION CENTER and the use and occupation thereof. LICENSEE agrees that every person connected with LICENSEE'S use of the CONVOCATION CENTER shall abide by and conform to all federal, state and municipal laws, rules and regulations and by all rules and regulations as adopted or prescribed by LICENSOR, and that LICENSEE and its employees or agents shall not do nor suffer to

be done anything at the CONVOCATION CENTER during the term of this Agreement in violation of any such laws, ordinances, rules or regulations.

E. NONDISCRIMINATION: LICENSEE shall not discriminate against any worker, employee or applicant or any member of the public, because of race, creed, color, religion, national origin, ancestry, age, sex or marital status or mental or physical disability, nor shall otherwise commit an unfair employment practice and shall not illegally discriminate against any such persons relative to admission, services or privileges offered to or enjoyed by the general public. During the performance of this Agreement, LICENSEE shall comply fully with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all other regulations promulgated thereunder, in addition to all applicable state and local ordinances concerning civil rights.

F. LEGAL FEES: In the event that any legal action is taken under this Agreement, subject to the applicable limitations of the Court of Claims Act and the State Employee Indemnification Act, the prevailing party shall be entitled to have and recover from the non-prevailing party reasonable attorney's fees, cost of suit and other costs reasonably related to enforcement of its rights under this Agreement.

G. FALSE INFORMATION: Unless otherwise stated, the LICENSEE herein named is the real party in interest and is not acting for or on behalf of any undisclosed principals. If it is determined that the LICENSEE is not the real party in interest or has falsified any information relative to this Agreement and EVENT, LICENSOR shall have the right immediately to cancel this EVENT and the LICENSEE shall hold LICENSOR harmless from any expenses or damages arising from such cancellation. LICENSOR shall also be entitled to full license fees and related expense payments in the event of cancellation under the conditions described herein.

H. AUTHORITY TO CONTRACT: Each party hereby represents and warrants to the other party that:

1. It has the full power and authority to enter into this Agreement and perform each of its obligations hereunder;
2. It is legally authorized and has obtained all necessary regulatory approvals for the execution, delivery and performance of this Agreement; and
3. No litigation or pending or threatened claims or litigation exist which do or might adversely affect its ability to perform its obligations hereunder or the rights granted by it to the other party under this Agreement.

I. RETENTION OF DOCUMENTS: LICENSEE shall maintain, for a minimum of three (3) years after the date of final payment or the completion of this agreement, whichever is later, such books and records relating to its performance of this agreement which are necessary to support the amounts charged to LICENSOR under this agreement; all books and records required to be maintained hereunder shall be available for review and audit by the Illinois Auditor General and LICENSOR; and LICENSEE shall cooperate fully with any such audit. Failure to maintain the books and records required by this paragraph shall establish a presumption in favor of LICENSOR

for the recovery of any funds paid by LICENSOR hereunder for which the books and records are not available.

J. NONAPPROPRIATION: This agreement is subject to termination and cancellation without penalty in any year in which the Illinois General Assembly fails to make an appropriation to make payments under the terms hereof.

K. SECURITY INTEREST IN LICENSE: LICENSEE shall not encumber, hypothecate or otherwise use as security its interests in this Agreement for any purpose whatsoever without the express written consent of LICENSOR.

L. SEVERABILITY: In the EVENT any of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect any other provisions contained herein.

M. SUCCESSORS AND ASSIGNMENT: This Agreement shall not be assigned, transferred or otherwise encumbered without express written approval of LICENSOR. This Agreement shall be binding upon, and shall inure to, the benefit of the successors and assigns of LICENSOR, and to such successors and assigns of LICENSEE as are permitted to succeed to the LICENSEE'S right upon and subject to the terms hereof.

N. WAIVER: The failure of any party to enforce any of the provisions of this Agreement, or any rights with respect hereto, or the failure to exercise any election provided for herein, shall in no way be considered a waiver of such provisions, rights or elections, or in any way affect the validity of this Agreement. The failure of any party to enforce any of such provisions, rights or elections shall not prejudice such party from later enforcing or exercising the same or any other provisions, rights or elections which it may have under this Agreement

O. SMOKE FREE CAMPUS ACT In accordance with Public Act 098-0985 (eff. July 1, 2015), smoking is prohibited on the campus of Northern Illinois University, including in and on the premises of the Convocation Center.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS LICENSE AGREEMENT TO BE EXECUTED AS OF THE DAY AND YEAR FIRST ABOVE WRITTEN.

LICENSOR

Board of Trustees of Northern Illinois University

By: _____

Name: _____

Title: _____

Huntley Community School District 158

By: _____

Name: _____

Title: _____

EXHIBIT A

LICENSEE is granted use of the following areas of the CONVOCATION CENTER on the dates and hours as specified:

AREA(S) OF CONVOCATION CENTER:

Arena

Auxiliary Gym

Multi-purpose Room

Media Room

Production Office

Locker Rooms

MOVE-IN DATE(S) AND TIME(S):

Saturday, May 21, 2022; 5:00pm (time subject to change)
Saturday, May 20, 2023; 5:00pm (time subject to change)
Saturday, May 18, 2024; 5:00 pm (time subject to change)

MOVE-OUT DATE(S) AND TIME(S):

Immediately following event

EVENT DATE(S):

Saturday, May 21, 2022
Saturday, May 20, 2023
Saturday, May 18, 2024

EVENT TIME(S):

7:30pm Ceremony

DOORS OPEN TIME:

One hour prior to ceremony

EXHIBIT B

LICENSE FEES

1. PAYMENT OF LICENSE FEE: LICENSEE agrees to pay to LICENSOR as license for the aforementioned space and EVENT covered under this Agreement the sum of:

2022 – 2024: Rent $3,500.00 each year

2. PAYMENT OF BOX OFFICE FEE: LICENSEE agrees to pay to LICENSOR as fee for Box Office the sum of:

Ticket printing costs included in LICENSEE fee. .

3. PAYMENT OF LABOR, EQUIPMENT AND SERVICES: LICENSEE agrees to pay to LICENSOR the following costs for all Labor, Equipment and Services:

2022 – 2024: *$9,800.00 each year*

4. PAYMENT FOR ANY ADDITIONAL COSTS: LICENSEE agrees to pay to LICENSOR the following add-on costs:

$1,500.00 (Estimated each year for AV Production; LICENSEE will pay actual costs.)
Catering Costs : LICENSEE will pay actual

5. DEPOSIT: LICENSEE agrees to pay $ 3,500 as license deposit. The deposit is payable upon January 30th of each year of the contracted agreement.

OTHER SECURITY REQUIRED:

6. CREDIT CARD FEE: NA

7. COMPLIMENTARY TICKETS: NA

8. MERCHANDISE FEE: NA

9. CASH ADVANCE REQUEST: NA

10. SETTLEMENT/PAYMENT METHODS: NA

11. DECORATOR FEE: NA

Huntley Community School District 158 – Board of Education
Personnel Report
January 20, 2022

2021-2022 Staff Retirements

Mary Argall
- Administrative Assistant/Food Services
- 25 Years of Service

Gina Rickerd
- Social Worker/Mackeben
- 19 Years of Service

Susan Schnell
- Bus Driver
- 13 Years of Service

Administration

Replacements	Location	Name	Salary	Effective Date
Curriculum Director	District Office	Paula Moan (T)	$TBD	July 1, 2022

Certified

Resignations	Location	Name	Salary/Reason	Effective Date
Teacher/Special Education	High School	Maureen David	$51,945.00/Voluntary	December 17, 2021
Social Worker	Mackeben	Gina Rickerd	$92,358.70/Retirement	May 27, 2022

Educational Support

New Position	Location	Name	Salary	Effective Date
Lunch Room Supervisor	Marlowe	Michael Brandt (N)	$12.00 per hour	January 5, 2022
Float RN	District Wide	Magdalena Rodriguez (N)	$28 per hour	January 5, 2022

Replacements	Location	Name	Salary	Effective Date
PAC Technical Director	High School	Stuart Wilson (N)	$23,631.36 (prorated to 128 days)	January 3, 2022
1:1 Aide	High School	Katherine Nichols (N)	$13.87 per hour	TBD
Cook	Conley	Rosa Ovalle (N)	$12.62 per hour	January 10, 2022
Elementary Supervisor	Mackeben	Kelsie Heide (N)	$12.00 per hour	January 10, 2022

(N) = New Staff
(T) = Transfer of existing

Elementary Supervisor	Leggee	Marielle Bergquist (N)	$12.00 per hour	January 12, 2022

Change in Assignment, Status or Position	Location	Name	Salary	Effective Date
Cook	Heineman	Alma Tountas (T)	$12.62 per hour	December 13, 2021
Cook	Marlowe	April Shufelt (T)	$12.62 per hour	January 3, 2022
Campus Supervisor	High School	Samantha Turczyniak (T)	$13.57 per hour	January 3, 2022
1:1 Aide	Leggee	Elizabeth Konopka (T)	$13.87 per hour	January 4, 2022

Resignations	Location	Name	Salary/Reason	Effective Date
Elementary Supervisor	Leggee	Nicole Schoeberlein	$11.00 per hour/ Voluntary	December 16, 2021
Elementary Supervisor	Mackeben	Terry Hancock	$12.00 per hour/ Voluntary	December 17, 2021
Elementary Supervisor	Conley	Kristine Sharin	$12.00 per hour/ Voluntary	January 6, 2022
Campus Supervisor	High School	David Brey	$16.00 per hour/ Voluntary	December 16, 2021
Mobile Technician 2	High School	Joseph Follmann	$20.20 per hour/ Voluntary	January 21, 2022
Cook	High School	Xandra Moreno	$12.95 per hour/ Voluntary	January 18, 2022
Cook	Heineman	Laura Sullivan	$12.62 per hour/ Voluntary	December 17, 2021
Administrative Assistant/ Food Services	District Office	Mary Argall	$23.46 per hour/ Retirement	March 15, 2022
Bus Driver	Transportation	Susan Schnell	$23.11 per hour/ Retirement	December 17, 2021
Bus Driver	Transportation	Imola Hablik	$18.60 per hour/ Voluntary	December 17, 2021

Extra-Curricular

Sport/Activity	Name	Home School	Amount	Effective
Young Authors Coordinator/Mackeben	Laura Brummer	Mackeben	$2,013.00	2021-22 School Year
Social Workers Team Leader	Cara Contreras	Leggee	$1,516.16	2021-22 School Year
Snow Stangs Ski Club/Head	Daniel Corapi	Marlowe	$1,067.00	2021-22 School Year
Track/Assistant	Amy Disabato	Marlowe	$1,868.30	2021-22 School Year
Marching Band Asst/Woodwinds/Brass	Katherine Klipstein	Out of District	$2,394.00	2021-22 School Year

(N) = New Staff
(T) = Transfer of existing

Mandated Leaves

Type	Location	Number of Staff
FMLA	Preschool	2
FMLA	Chesak	2
FMLA	Heineman	1
FMLA	High School	3

Non-Mandated Leaves

Type	Location	Number of Staff
Medical	Transportation	1

Huntley Community School District #158
Job Description – Administrative Assistant for Food Services

Job Title: Administrative Assistant for Food Services
Department: Food Services
Reports To: Director of Food Services
Prepared By: HR/Food Services
Prepared Date: January, 2022
Approved By: Board of Education
Approved Date: January 20, 2022

Summary: The Administrative Assistant works directly for the Director of Food Services to support processes and procedures within the department. The Administrative Assistant is responsible for performing a full range of administrative and secretarial related duties for the Director of Food Services and the department. This person acts as liaison between the Food Services department and other partners as necessary.

Essential Duties and Responsibilities:

- Works closely with the Director of Food Services to assure completion of all secretarial and office responsibilities related to Food Services office.
- Provides positive public relations with multiple stakeholders as they pertain to the Food Services department.
- Knowledgeable of the school district's policies and procedures.
- Completes all necessary reports as requested by the Director of Food Services.
- Draft and distribute memos, letters, procedures, correspondence as needed.
- Maintains an accurate schedule of appointments and meetings.
- Maintains a neat and orderly work station.
- Maintains strict confidentiality.
- Processes the Director of Food Service's US and in-district mail, and correspondence as requested.
- Maintains the filing system in the Food Services department.
- Attends meetings as necessary.
- Prepares and processes requisitions and purchase orders for the Food Service office.
- Ability to multi-task, handle stressful situations, cope with changes, work under pressure, be flexible with daily schedules, and provide excellent organizational and communication skills.

- Ability to provide personable and precise information to multiple stakeholders across the district.
- Coordinates Food Service substitutes schedules and assignments.
- Knowledge of Food Service policies, protocols, and procedures.
- Ability to substitute in the school cafeteria environment as needed.
- Other duties may be assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate's degree (A. A.) or equivalent from two-year college or technical school; or three to five years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to write, communicate and be proficient in English grammar. Be able to present information in one-on-one, and in small group situations to other employees, entities, vendors, and the public. Professional communication and public relations skills.

Mathematical Skills: Ability to calculate figures to process purchase orders, reimbursements, and requests. Ability to work with spreadsheets and databases.

Reasoning Ability: Ability to carry out instruction furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have:
- Ability to access, organize, and manipulate information using standard office applications, especially Google and Microsoft products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Certificates, Licenses, Registrations: Valid Illinois Driver's License

Other Skills and Abilities: Ability to maintain confidentiality.

Physical Demands: Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. The ability to sit or stand for long durations.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

Employee Signature	**Date**
Hiring Supervisor Signature	**Date**

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: January 20, 2022

To: Board of Education

From: Adam Zehr, Assistant Superintendent for Human Resources

Re: Huntley Education Support Personnel Association (HESPA) Memorandum of Understanding for HESPA employee acting as a Certified Substitute

Executive Summary

School districts are currently facing a shortage of substitutes. Due to this shortage HESPA and the District administration have worked in a collaborative manner to create the attached Memorandum of Understanding in an effort to cover teacher positions on a daily basis. HESPA staff who are certified as a teacher or a substitute teacher are regularly asked to substitute in classrooms due to the ongoing shortage.

Recommendation

Seeking the approval of the Board of the Memorandum of Understanding as presented.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Memorandum of Understanding

Between the Board of Education of Huntley Community School District 158 ("the Board")

and The Huntley Educational Support Personnel Association ("HESPA").

The Board of Education of Huntley Community School District No. 158 ("the Board") and the Huntley Community School District 158 Education Support ("HESPA") jointly referred to as ("Parties") hereby enter into the following Memorandum of Understanding regarding school year 2021-2022. The Board and HESPA are parties to a collective bargaining agreement ("CBA") covering the 2019-2022 school years. The parties agree to the following provisions contained in this Memorandum of Understanding.

> Any HESPA employee who is certified as a teacher or substitute teacher, who supervises a teacher's class(es), whether full day or partial day, as authorized by the building principal/designee, during his/her normal contracted day, shall be compensated at the rate of $22.00 per hour. This agreement will be retroactive to January 1, 2022.

IN WITNESS WHEREOF, the Parties hereto have caused their signatures, or the signatures of their duly authorized representatives, to be set forth below on the 20th day of January, 2022.

Tammra Fabis, HESPA President Date

Anthony Quagliano, Board of Education President Date

Consolidated School District 158
Job Description – MTSS FACILITATOR

Job Title:	Multi-Tiered System of Supports (MTSS) Facilitator
Department:	Certified Staff
Reports To:	Building Principal
Prepared by:	HR/Special Services
Prepared Date:	January, 2022
Approved by:	Board of Education
Approved Date:	January, 2022

Summary: The MTSS Facilitator will be a liaison between the curriculum department and the building to best meet the needs of the MTSS Framework to support the needs of diverse learners

Essential Duties and Responsibilities include the following, other duties may be assigned:

Components for Professional Practice:

DOMAIN 1:
Planning and Preparation

- Demonstrate knowledge of current trends in MTSS and professional development
- Demonstrate knowledge of the district's MTSS Framework and levels of teacher skill in delivering of it
- Establish goals for MTSS support interventions and programs appropriate to the setting and the students
- Demonstrate knowledge of resources, both within and beyond the school and district
- Plan the MTSS support interventions and programs, integrated with the overall school program (e.g. gathering and interpreting data, designing and implementing professional development plans)
- Develop a plan to evaluate the MTSS logistical support for implementation
- Collaborate with building and district administration on budget planning

DOMAIN 2:
The Environment

- Create an environment of trust and respect
- Establish a culture for ongoing instructional improvement
- Establish clear procedures for teachers to gain access to instructional supports
- Establish and maintain norms of behavior for professional interactions
- Organize physical space for workshops or trainings
- Collaborate with building administration to organize appropriate physical space for local or district assessments (Including the planning of materials, schedules, and a match between the physical arrangement and an environment conducive to testing)
- Promote a positive approach to behavior intervention and support
- Promote and communicate vision, values, and understandings related to servicing students on a MTSS continuum

DOMAIN 3:
Delivery of Service

- Collaborate with staff in the design of interventions that support core instruction
- Engage staff in learning new instructional skills including differentiation and tier 1 interventions
- Locate resources for staff to support instructional improvement

- Demonstrate flexibility and responsiveness in service delivery
- Plan and lead data meetings and contribute to decision-making related to student services
- Act as liaison between general education and special education through participation in appropriate PST meetings and other decision-making groups
- Organize intervention schedules
- Manage benchmark and intervention data including history of intervention services
- Ensure appropriate service delivery through routine fidelity checks
- Review and contributing to documentation of identification for special education
- Manage intervention materials and training
- Serve as MTSS internal coach
- Manage the intervention delivery cycles for MTSS services
- Manage the system for documentation of MTSS data, services, attendance, and intervention history
- Evaluate the current procedures for conducting fidelity checks of MTSS services
- Communicate with parents regarding the delivery of MTSS services

DOMAIN 4:
Professional Responsibilities

- Reflect on practice
- Prepare and submitting reports
- Coordinate work with other instructional specialists
- Participate in a professional community
- Engage in self-guided and collaborative professional development
- Show professionalism, including integrity and confidentiality

Supervisory Responsibilities:
This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:
To perform this job successfully, an individual should have knowledge of Student Information Database software; Excel Spreadsheet software and MS Office Suite Word Processing software.

Certificates, Licenses, Registrations:
Valid PEL with appropriate grade level endorsement.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but can be loud at times.

Employee Signature	**Date**
Hiring Supervisor Signature	**Date**

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 20, 2022

Subject: **Purchase Order Summary**
Board of Education Meeting, January 20, 2022
Finance Committee

The following is an executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from December 13, 2021 to January 14, 2022 for which administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by $100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

Education Fund	$	1,859,611.63
Operations & Maintenance Fund		1,212,139.38
Debt Service Fund		1,981,814.36
Transporation Fund		139,932.79
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	5,193,498.16

RECOMMENDATION
Administration requests that the Finance Committee recommends the Board of Education approve the Purchase Order Report at the January 20, 2022 Regular Board of Education meeting.

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022010677	1ST Ayd Corporation					
		40-2554-410-00-79	Fleet Supplies	500.00	1/1/2022	40-2554-410-00-79
			Total	$500.00		
0020221621	A Parts Warehouse					
		40-2554-410-00-79	Fleet Supplies	860.00	12/15/2021	40-2554-410-00-79
			Total	$860.00		
0020221682	ABM Industry Groups LLC					
		20-2542-310-00-79	Custodial Contract Service	49,433.90	12/28/2021	20-2542-310-00-79
			Total	$49,433.90		
0022010187	ABM Industry Groups LLC					
		40-2550-321-00-79	Bus Sanitation	3,825.60	1/1/2022	40-2550-321-00-79
			Total	$3,825.60		
0022010207	ABM Industry Groups LLC					
		20-2542-310-00-79	Custodial Contract Service	159,490.86	1/1/2022	20-2542-310-00-79
			Total	$159,490.86		
0022010217	ABM Industry Groups LLC					
		20-2542-320-00-79-605-14	Contractual Overtime	2,200.00	1/1/2022	20-2542-320-00-79-605-14
			Total	$2,200.00		
0022010227	ABM Industry Groups LLC					
		20-2542-319-00-79-605-14	Contractual Cust. Replacement	1,250.00	1/1/2022	20-2542-319-00-79-605-14
			Total	$1,250.00		
0020221770	Accessibyte LLC					
		10-1200-310-92-79-600-14	IDEA General Purchased Service	149.95	1/12/2022	10-1200-310-92-79-600-14
			Total	$149.95		
0022010637	Accountable Healthcare Staffing Inc					
		10-2140-310-00-79-600-14	Psychological Services	10,000.00	1/1/2022	10-2140-310-00-79-600-14
			Total	$10,000.00		
0022010337	ADP LLC					
		10-1100-220-00-79-600-14	Regular Programs Insurance	2,000.00	1/1/2022	10-1100-220-00-79-600-14
			Total	$2,000.00		
0022010437	ADP LLC					
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	4,400.00	1/1/2022	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	3,200.00	1/1/2022	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	6,600.00	1/1/2022	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	4,500.00	1/1/2022	10-2520-310-00-74-500-14
			Total	$18,700.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022010717	Advance Auto Parts					
		40-2554-410-00-79	Fleet Supplies	2,000.00	1/1/2022	40-2554-410-00-79
			Total	$2,000.00		
0022010027	Advantage Mechanical Inc					
		20-2542-323-00-79	Repairs & Maint Buildings	2,500.00	1/1/2022	20-2542-323-00-79
			Total	$2,500.00		
0022010317	Advantage Mechanical Inc					
		20-2542-390-00-79	Other Purchased Service	4,695.96	1/1/2022	20-2542-390-00-79
			Total	$4,695.96		
0022010427	AFLAC Group					
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	4,500.00	1/1/2022	10-2310-220-00-79-600-14
			Total	$4,500.00		
0020221752	Airgas USA LLC					
		40-2554-410-00-79	Fleet Supplies	248.68	1/6/2022	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies	439.19	1/6/2022	40-2554-410-00-79
			Total	$687.87		
0022010237	Airgas USA LLC					
		20-2542-410-00-79	Supplies B & G	500.00	1/1/2022	20-2542-410-00-79
			Total	$500.00		
0022011617	Alexander Leigh Center for Autism					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	35,000.00	1/1/2022	10-4220-670-00-79-600-14
			Total	$35,000.00		
0020221627	All Dressed Up Costumes					
		10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	1,850.00	12/16/2021	10-1130-490-02-71-300-13
			Total	$1,850.00		
0020221833	Allstar Drapery & Window Treatment C					
		10-1130-323-00-71-300-13	Repairs HS	770.00	1/14/2022	10-1130-323-00-71-300-13
			Total	$770.00		
0022011077	Alpha Baking Company Inc					
		10-2560-415-00-71-100-13	Cafe Food Leggee	650.00	1/1/2022	10-2560-415-00-71-100-13
			Total	$650.00		
0022011087	Alpha Baking Company Inc					
		10-2560-415-00-71-300-13	Cafe Food HS	1,500.00	1/1/2022	10-2560-415-00-71-300-13
			Total	$1,500.00		
0022011097	Alpha Baking Company Inc					
		10-2560-415-00-72-110-13	Cafe Food Chesak	700.00	1/1/2022	10-2560-415-00-72-110-13
			Total	$700.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022011107	Alpha Baking Company Inc					
		10-2560-415-00-72-120-13	Cafe Food Martin	1,000.00	1/1/2022	10-2560-415-00-72-120-13
			Total	$1,000.00		
0022011117	Alpha Baking Company Inc					
		10-2560-415-00-72-220-13	Cafe Food Marlowe	1,000.00	1/1/2022	10-2560-415-00-72-220-13
			Total	$1,000.00		
0022011127	Alpha Baking Company Inc					
		10-2560-415-00-74-140-13	Cafe Food Mackeben	600.00	1/1/2022	10-2560-415-00-74-140-13
			Total	$600.00		
0022011137	Alpha Baking Company Inc					
		10-2560-415-00-74-150-13	Cafe Food Conley	600.00	1/1/2022	10-2560-415-00-74-150-13
			Total	$600.00		
0022011147	Alpha Baking Company Inc					
		10-2560-415-00-74-210-13	Cafe Food Heineman	800.00	1/1/2022	10-2560-415-00-74-210-13
			Total	$800.00		
0020221762	American Backflow & Fire Prevention					
		20-2542-323-00-79	Repairs & Maint Buildings	7,200.00	1/7/2022	20-2542-323-00-79
			Total	$7,200.00		
0020221763	American Backflow & Fire Prevention					
		20-2542-323-00-79	Repairs & Maint Buildings	680.00	1/7/2022	20-2542-323-00-79
			Total	$680.00		
0020221622	AmeriGas					
		40-2552-461-00-79	Propane	2,673.17	12/15/2021	40-2552-461-00-79
			Total	$2,673.17		
0020221753	AmeriGas					
		40-2552-461-00-79	Propane	1,385.79	1/6/2022	40-2552-461-00-79
		40-2552-461-00-79	Propane	1,073.28	1/6/2022	40-2552-461-00-79
		40-2552-461-00-79	Propane	470.67	1/6/2022	40-2552-461-00-79
		40-2552-461-00-79	Propane	483.50	1/6/2022	40-2552-461-00-79
			Total	$3,413.24		
0020221790	AmeriGas					
		40-2552-461-00-79	Propane	684.60	1/13/2022	40-2552-461-00-79
		40-2552-461-00-79	Propane	855.75	1/13/2022	40-2552-461-00-79
		40-2552-461-00-79	Propane	1,027.24	1/13/2022	40-2552-461-00-79
			Total	$2,567.59		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0022010647	Amita GlenOaks School						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,000.00	1/1/2022	10-4220-670-00-79-600-14
				Total	$5,000.00		
0020221791	AMS Store and Shred						
		10-2321-390-00-74-500-14	Purchased Service Supt		90.00	1/13/2022	10-2321-390-00-74-500-14
				Total	$90.00		
0020221782	Anderson Lock Co Inc						
		20-2542-410-00-79	Supplies B & G		475.00	1/13/2022	20-2542-410-00-79
				Total	$475.00		
0022010087	Anderson Lock Co Inc						
		20-2542-410-00-79	Supplies B & G		1,000.00	1/1/2022	20-2542-410-00-79
				Total	$1,000.00		
0022010037	Anderson Pest Solutions						
		20-2542-321-00-79	Sanitation/Exterminating		554.47	1/1/2022	20-2542-321-00-79
				Total	$554.47		
0020221671	Anthony Roofing Tecta America LLC						
		20-2542-520-00-79	Building projects		579,125.00	12/27/2021	20-2542-520-00-79
				Total	$579,125.00		
0020221658	AnthroMed LLC						
		10-1101-310-00-79-605-14	Substitute Teacher-Contracted		2,483.00	12/27/2021	10-1101-310-00-79-605-14
				Total	$2,483.00		
0020221773	AnthroMed LLC						
		10-1101-310-00-79-605-14	Substitute Teacher-Contracted		3,104.25	1/12/2022	10-1101-310-00-79-605-14
				Total	$3,104.25		
0020221792	AnthroMed LLC						
		10-1101-310-00-79-605-14	Substitute Teacher-Contracted		3,104.25	1/13/2022	10-1101-310-00-79-605-14
				Total	$3,104.25		
0020221786	Apple Inc						
		10-1200-410-92-79-600-14	IDEA Instructional Supplies		2,691.00	1/13/2022	10-1200-410-92-79-600-14
				Total	$2,691.00		
0022010807	Applied Maintenance						
		40-2554-410-00-79	Fleet Supplies		350.00	1/1/2022	40-2554-410-00-79
				Total	$350.00		
0020221684	Aramark Refreshment Services						
		10-1120-323-00-74-210-13	Repairs & Maintenance HMS		132.30	1/3/2022	10-1120-323-00-74-210-13
				Total	$132.30		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221620	Art of Education University						
		10-1100-423-00-74-500-14	New Adoption		1,895.00	12/15/2021	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption		1,398.00	12/15/2021	10-1100-423-00-74-500-14
				Total	$3,293.00		
0022010057	Associated Electrical Contractors						
		20-2542-323-00-79	Repairs & Maint Buildings		1,000.00	1/1/2022	20-2542-323-00-79
				Total	$1,000.00		
0022010327	AT&T						
		20-2540-340-00-79	Telephone - Districtwide		10,000.00	1/1/2022	20-2540-340-00-79
				Total	$10,000.00		
0022010347	AT&T 5080						
		20-2540-340-00-79	Telephone - Districtwide		5,000.00	1/1/2022	20-2540-340-00-79
				Total	$5,000.00		
0020221831	Auto Tech Centers Inc						
		10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance		37.26	1/14/2022	10-1700-323-21-71-300-13
		10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance		72.64	1/14/2022	10-1700-323-21-71-300-13
				Total	$109.90		
0022010257	Batteries Plus LLC						
		20-2542-410-00-79	Supplies B & G		250.00	1/1/2022	20-2542-410-00-79
				Total	$250.00		
0022010197	Benefitfocus.com Inc						
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		1,700.00	1/1/2022	10-2310-220-00-79-600-14
				Total	$1,700.00		
0020221673	Blick Art Materials						
		10-1120-410-02-72-220-13	Art Supplies Marlowe		60.48	12/27/2021	10-1120-410-02-72-220-13
		10-1120-410-02-72-220-13	Art Supplies Marlowe		259.20	12/27/2021	10-1120-410-02-72-220-13
		10-1120-410-02-72-220-13	Art Supplies Marlowe		32.40	12/27/2021	10-1120-410-02-72-220-13
		10-1120-410-02-72-220-13	Art Supplies Marlowe		139.38	12/27/2021	10-1120-410-02-72-220-13
				Total	$491.46		
0022010827	Blu Petroleum						
		40-2552-464-00-79	Diesel/Gasoline		40,000.00	1/1/2022	40-2552-464-00-79
				Total	$40,000.00		
0022011647	Blu Petroleum						
		40-2552-464-00-79	Diesel/Gasoline		2,000.00	1/1/2022	40-2552-464-00-79
				Total	$2,000.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0022010417	Blue Cross Blue Shield						
		10-1100-220-00-79-600-14	Regular Programs Insurance		850,000.00	1/1/2022	10-1100-220-00-79-600-14
				Total	$850,000.00		
0020221629	BMO Mastercard						
		10-158	Activity Funds		104.97	12/16/2021	10-158
				Total	$104.97		
0020221630	BMO Mastercard						
		10-1500-332-00-71-300-13	Athletic Trips HS		890.96	12/16/2021	10-1500-332-00-71-300-13
		10-158	Activity Funds		798.66	12/16/2021	10-158
				Total	$1,689.62		
0020221631	BMO Mastercard						
		10-2520-332-00-74-500-14	Travel Fiscal		205.00	12/16/2021	10-2520-332-00-74-500-14
		10-2560-415-00-71-300-13	Cafe Food HS		114.93	12/16/2021	10-2560-415-00-71-300-13
				Total	$319.93		
0020221632	BMO Mastercard						
		10-2310-410-00-74-500-14	Supplies Board		31.98	12/16/2021	10-2310-410-00-74-500-14
		10-2546-490-00-79-600-14	Security Officer Supplies		2,963.19	12/16/2021	10-2546-490-00-79-600-14
				Total	$2,995.17		
0020221633	BMO Mastercard						
		10-1125-331-97-79-600-14	All Children Field Trip Cost		200.00	12/16/2021	10-1125-331-97-79-600-14
		10-1125-410-90-79-600-14	Supplies Parent-Tot		400.00	12/16/2021	10-1125-410-90-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies		170.58	12/16/2021	10-1125-410-97-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool		94.30	12/16/2021	10-1125-490-00-79-600-14
		10-1225-410-95-79-600-14	ECE Instr Supplies		154.78	12/16/2021	10-1225-410-95-79-600-14
		10-158	Activity Funds		250.50	12/16/2021	10-158
		10-2300-410-97-79-600-14	All Children Gen Admin Sup		70.73	12/16/2021	10-2300-410-97-79-600-14
		10-3100-410-97-79-605-24	All Children Parental Supplies		220.46	12/16/2021	10-3100-410-97-79-605-24
				Total	$1,561.35		
0020221634	BMO Mastercard						
		10-2310-390-00-74-500-14	Purchased Service Board		50.25	12/16/2021	10-2310-390-00-74-500-14
				Total	$50.25		
0020221678	BMO Mastercard						
		10-2310-332-00-74-500-14	Travel Board		9,271.89	12/28/2021	10-2310-332-00-74-500-14
		10-2321-410-00-74-500-14	Supplies Supt		111.31	12/28/2021	10-2321-410-00-74-500-14
				Total	$9,383.20		
0020221679	BMO Mastercard						
		10-2212-410-00-74-500-14	Associate Supt Supplies		50.00	12/28/2021	10-2212-410-00-74-500-14
				Total	$50.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221680	BMO Mastercard					
		10-2212-410-00-74-500-14	Associate Supt Supplies	55.40	12/28/2021	10-2212-410-00-74-500-14
			Total	$55.40		
0020221681	BMO Mastercard					
		10-2321-332-00-74-500-14	Travel Supt	261.56	12/28/2021	10-2321-332-00-74-500-14
		10-2321-640-00-74-500-14	Dues & Fees Supt	20.00	12/28/2021	10-2321-640-00-74-500-14
			Total	$281.56		
0020221683	BMO Mastercard					
		10-1500-335-00-71-300-13	Conference Travel HS	188.69	12/28/2021	10-1500-335-00-71-300-13
		10-158	Activity Funds	2,497.84	12/28/2021	10-158
			Total	$2,686.53		
0020221697	BMO Mastercard					
		10-2660-319-61-79-600-14	Software Maintenance	156.29	1/4/2022	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance	29.00	1/4/2022	10-2660-319-61-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	-13.70	1/4/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	49.99	1/4/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	-54.80	1/4/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	74.99	1/4/2022	10-2660-410-00-79-600-14
			Total	$241.77		
0020221698	BMO Mastercard					
		10-1100-421-00-74-500-14	Materials K-12	47.97	1/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	22.28	1/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	74.84	1/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	11.12	1/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	7.95	1/4/2022	10-1100-421-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	21.09	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	13.99	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	110.47	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	46.00	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	49.51	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	108.08	1/4/2022	10-2210-490-00-74-500-14
			Total	$513.30		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221699	BMO Mastercard					
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	36.99	1/4/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	47.44	1/4/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	79.95	1/4/2022	10-1800-410-84-79-605-14
		10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	360.00	1/4/2022	10-2210-310-84-79-605-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf	29.00	1/4/2022	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf	325.00	1/4/2022	10-2213-332-00-79-600-14
		10-2213-332-00-79-600-14	Special Svcs Travel & Conf	40.00	1/4/2022	10-2213-332-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	106.03	1/4/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	17.99	1/4/2022	10-2213-410-00-79-600-14
		10-2213-640-00-79-600-14	Special Svcs Dues & Fees	49.00	1/4/2022	10-2213-640-00-79-600-14
		10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	41.94	1/4/2022	10-3000-410-84-79-605-14
		10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	42.95	1/4/2022	10-3600-410-82-79-605-14
			Total	$1,176.29		
0020221700	BMO Mastercard					
		10-2520-332-00-74-500-14	Travel Fiscal	504.78	1/4/2022	10-2520-332-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	111.51	1/4/2022	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	414.96	1/4/2022	10-2520-410-00-74-500-14
		10-2561-640-00-79-600-14	Dir Food Service Dues & Fees	17.00	1/4/2022	10-2561-640-00-79-600-14
			Total	$1,048.25		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221701	BMO Mastercard					
		10-1200-410-00-79-600-14	Supplies Sp Ed	5.00	1/4/2022	10-1200-410-00-79-600-14
		10-1200-410-66-71-300-13	STEP Supplies	-59.99	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	8.50	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	17.59	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	75.62	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	76.89	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	100.78	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	136.52	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	229.98	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	32.97	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	79.99	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies	14.96	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	69.99	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	26.88	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	27.18	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	32.54	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	93.96	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	24.99	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	63.97	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	20.50	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	107.68	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	125.57	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	133.00	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	184.40	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	464.97	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	733.26	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	59.85	1/4/2022	10-1200-410-92-79-600-14
			Total	$2,887.55		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221702	BMO Mastercard					
		10-1120-410-00-74-210-13	Inst Supplies Heineman	12.29	1/4/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	279.00	1/4/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	2,000.00	1/4/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	8.96	1/4/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	61.92	1/4/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	24.35	1/4/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	39.50	1/4/2022	10-1120-410-00-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	59.60	1/4/2022	10-1120-410-09-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	92.78	1/4/2022	10-1120-410-09-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	22.24	1/4/2022	10-1120-410-09-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	14.03	1/4/2022	10-1120-410-09-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	74.87	1/4/2022	10-1120-410-12-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	72.96	1/4/2022	10-1120-410-12-74-210-13
		10-1120-410-13-74-210-06	Heineman Science Supplies 6	283.39	1/4/2022	10-1120-410-13-74-210-06
		10-1120-410-13-74-210-07	Heineman Science Supplies 7	254.08	1/4/2022	10-1120-410-13-74-210-07
		10-1120-410-13-74-210-07	Heineman Science Supplies 7	79.92	1/4/2022	10-1120-410-13-74-210-07
		10-1500-410-00-74-210-13	Training Supplies Heineman	74.67	1/4/2022	10-1500-410-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	6.29	1/4/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	6.88	1/4/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	5.98	1/4/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	9.49	1/4/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	11.97	1/4/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	15.19	1/4/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	9.19	1/4/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	18.99	1/4/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	6.01	1/4/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	312.18	1/4/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	23.78	1/4/2022	10-2220-430-00-74-210-13
		10-2410-410-00-74-210-13	Office Supplies Heineman	5.69	1/4/2022	10-2410-410-00-74-210-13
		10-2410-410-00-74-210-13	Office Supplies Heineman	24.95	1/4/2022	10-2410-410-00-74-210-13
		10-2410-491-00-74-210-13	Rebate Supplies Heineman	919.80	1/4/2022	10-2410-491-00-74-210-13
			Total	$4,830.95		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221703	BMO Mastercard					
		10-1110-410-00-72-120-13	Inst Supplies Martin	184.57	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	166.80	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	156.99	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	83.96	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	82.96	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	79.28	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	75.16	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	5.89	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	27.69	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	1,891.50	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	13.89	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	7.99	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	6.99	1/4/2022	10-1110-410-00-72-120-13
		10-2220-430-00-72-120-13	Media Center Martin	156.45	1/4/2022	10-2220-430-00-72-120-13
		10-2410-491-00-72-120-13	Rebate Supplies Martin	-1,296.00	1/4/2022	10-2410-491-00-72-120-13
		10-2410-491-00-72-120-13	Rebate Supplies Martin	289.95	1/4/2022	10-2410-491-00-72-120-13
		10-2410-491-00-72-120-13	Rebate Supplies Martin	389.93	1/4/2022	10-2410-491-00-72-120-13
		10-2410-491-00-72-120-13	Rebate Supplies Martin	1,296.00	1/4/2022	10-2410-491-00-72-120-13
			Total	$3,620.00		
0020221704	BMO Mastercard					
		10-1130-323-00-71-300-13	Repairs HS	14.99	1/4/2022	10-1130-323-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS	465.00	1/4/2022	10-1130-410-00-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	29.18	1/4/2022	10-1130-410-02-71-300-13
		10-1130-410-08-71-300-13	Health Supplies HS	82.74	1/4/2022	10-1130-410-08-71-300-13
		10-1130-410-08-71-300-13	Health Supplies HS	-82.74	1/4/2022	10-1130-410-08-71-300-13
		10-1130-410-13-71-300-13	Science Supplies HS	126.61	1/4/2022	10-1130-410-13-71-300-13
		10-1130-410-13-71-300-13	Science Supplies HS	123.96	1/4/2022	10-1130-410-13-71-300-13
		10-1400-410-03-71-300-13	Business Supplies	85.96	1/4/2022	10-1400-410-03-71-300-13
		10-1400-410-03-71-300-13	Business Supplies	-55.15	1/4/2022	10-1400-410-03-71-300-13
		10-1400-410-03-71-300-13	Business Supplies	540.00	1/4/2022	10-1400-410-03-71-300-13
		10-2223-410-00-79-600-14	Supplies PAC	23.98	1/4/2022	10-2223-410-00-79-600-14
		10-2410-490-00-71-300-13	HS Staff Recognition	2,930.77	1/4/2022	10-2410-490-00-71-300-13
		10-2410-490-00-71-300-13	HS Staff Recognition	192.48	1/4/2022	10-2410-490-00-71-300-13
			Total	$4,477.78		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221705	BMO Mastercard						
		10-158	Activity Funds		29.97	1/4/2022	10-158
		10-158	Activity Funds		33.76	1/4/2022	10-158
		10-158	Activity Funds		24.90	1/4/2022	10-158
		10-158	Activity Funds		25.97	1/4/2022	10-158
		10-158	Activity Funds		97.72	1/4/2022	10-158
		10-158	Activity Funds		12.99	1/4/2022	10-158
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		700.00	1/4/2022	10-2210-314-92-79-605-14
		10-2220-490-00-74-150-13	Media Center Tech Conley		20.00	1/4/2022	10-2220-490-00-74-150-13
		10-2410-410-00-74-150-13	Office Supplies Conley		-13.99	1/4/2022	10-2410-410-00-74-150-13
		10-2410-410-00-74-150-13	Office Supplies Conley		27.98	1/4/2022	10-2410-410-00-74-150-13
		10-2410-410-00-74-150-13	Office Supplies Conley		62.56	1/4/2022	10-2410-410-00-74-150-13
		10-2410-410-00-74-150-14	Copier Paper & Toner Conley		13.00	1/4/2022	10-2410-410-00-74-150-14
		10-2410-491-00-74-150-13	Rebate Supplies Conley		504.35	1/4/2022	10-2410-491-00-74-150-13
				Total	$1,539.21		
0020221706	BMO Mastercard						
		10-1110-410-00-71-100-13	Inst Supplies Leggee		244.90	1/4/2022	10-1110-410-00-71-100-13
		10-158	Activity Funds		79.96	1/4/2022	10-158
		10-158	Activity Funds		19.99	1/4/2022	10-158
		10-2220-490-00-71-100-13	Media Center Tech Leggee		104.99	1/4/2022	10-2220-490-00-71-100-13
		10-2410-410-00-71-100-14	Copier Paper & Toner Leggee		455.00	1/4/2022	10-2410-410-00-71-100-14
		10-2410-410-00-71-100-14	Copier Paper & Toner Leggee		143.56	1/4/2022	10-2410-410-00-71-100-14
		10-2410-491-00-71-100-13	Rebate Supplies Leggee		105.92	1/4/2022	10-2410-491-00-71-100-13
				Total	$1,154.32		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221707	BMO Mastercard					
		10-1120-323-00-72-220-13	Repairs Marlowe	1.00	1/4/2022	10-1120-323-00-72-220-13
		10-1120-390-00-72-220-13	Marlowe Purchased Service	599.00	1/4/2022	10-1120-390-00-72-220-13
		10-1120-410-09-72-220-13	Home Ec Marlowe	3.28	1/4/2022	10-1120-410-09-72-220-13
		10-1120-410-09-72-220-13	Home Ec Marlowe	29.99	1/4/2022	10-1120-410-09-72-220-13
		10-1120-410-09-72-220-13	Home Ec Marlowe	71.40	1/4/2022	10-1120-410-09-72-220-13
		10-1120-410-09-72-220-13	Home Ec Marlowe	75.25	1/4/2022	10-1120-410-09-72-220-13
		10-1120-410-09-72-220-13	Home Ec Marlowe	3.18	1/4/2022	10-1120-410-09-72-220-13
		10-1120-410-09-72-220-13	Home Ec Marlowe	53.67	1/4/2022	10-1120-410-09-72-220-13
		10-1120-410-80-72-220-13	PBIS	69.97	1/4/2022	10-1120-410-80-72-220-13
		10-1120-410-80-72-220-13	PBIS	16.90	1/4/2022	10-1120-410-80-72-220-13
		10-2220-430-00-72-220-13	Media Center Marlowe	13.25	1/4/2022	10-2220-430-00-72-220-13
		10-2220-430-00-72-220-13	Media Center Marlowe	15.00	1/4/2022	10-2220-430-00-72-220-13
		10-2220-430-00-72-220-13	Media Center Marlowe	23.98	1/4/2022	10-2220-430-00-72-220-13
		10-2220-430-00-72-220-13	Media Center Marlowe	26.48	1/4/2022	10-2220-430-00-72-220-13
		10-2220-430-00-72-220-13	Media Center Marlowe	252.16	1/4/2022	10-2220-430-00-72-220-13
		10-2220-430-00-72-220-13	Media Center Marlowe	8.99	1/4/2022	10-2220-430-00-72-220-13
		10-2410-410-00-72-220-13	Office Supplies Marlowe	433.92	1/4/2022	10-2410-410-00-72-220-13
		10-2410-410-00-72-220-13	Office Supplies Marlowe	28.87	1/4/2022	10-2410-410-00-72-220-13
		10-2410-410-00-72-220-13	Office Supplies Marlowe	64.29	1/4/2022	10-2410-410-00-72-220-13
		10-2410-491-00-72-220-13	Rebate Supplies Marlowe	207.02	1/4/2022	10-2410-491-00-72-220-13
		10-2410-491-00-72-220-13	Rebate Supplies Marlowe	1,493.48	1/4/2022	10-2410-491-00-72-220-13
			Total	$3,491.08		
0020221708	BMO Mastercard					
		10-158	Activity Funds	-103.61	1/4/2022	10-158
		10-158	Activity Funds	34.25	1/4/2022	10-158
		10-158	Activity Funds	70.98	1/4/2022	10-158
		10-158	Activity Funds	25.97	1/4/2022	10-158
		10-158	Activity Funds	620.85	1/4/2022	10-158
		10-158	Activity Funds	42.08	1/4/2022	10-158
		10-158	Activity Funds	123.45	1/4/2022	10-158
		10-158	Activity Funds	70.68	1/4/2022	10-158
		10-158	Activity Funds	155.93	1/4/2022	10-158
		10-158	Activity Funds	85.50	1/4/2022	10-158
		10-158	Activity Funds	96.91	1/4/2022	10-158
		10-158	Activity Funds	97.56	1/4/2022	10-158
		10-158	Activity Funds	300.00	1/4/2022	10-158
		10-158	Activity Funds	103.61	1/4/2022	10-158
		10-158	Activity Funds	115.89	1/4/2022	10-158
		10-158	Activity Funds	187.00	1/4/2022	10-158
			Total	$2,027.05		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221709	BMO Mastercard						
		10-158	Activity Funds		44.92	1/4/2022	10-158
		10-158	Activity Funds		51.72	1/4/2022	10-158
				Total	$96.64		
0020221710	BMO Mastercard						
		10-2212-410-00-74-500-14	Associate Supt Supplies		307.16	1/4/2022	10-2212-410-00-74-500-14
				Total	$307.16		
0020221711	BMO Mastercard						
		10-1100-421-00-74-500-14	Materials K-12		-2.45	1/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		34.05	1/4/2022	10-1100-421-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		-65.00	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		26.96	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		65.00	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		74.08	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		173.83	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		14.25	1/4/2022	10-2210-490-00-74-500-14
				Total	$320.72		
0020221712	BMO Mastercard						
		10-158	Activity Funds		244.97	1/4/2022	10-158
		10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben		135.98	1/4/2022	10-2410-410-00-74-140-14
		10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben		105.59	1/4/2022	10-2410-410-00-74-140-14
				Total	$486.54		
0020221713	BMO Mastercard						
		10-1125-410-97-79-600-14	All Children Supplies		10.87	1/4/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies		110.69	1/4/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies		128.84	1/4/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies		32.00	1/4/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies		8.50	1/4/2022	10-1125-410-97-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool		352.76	1/4/2022	10-1125-490-00-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool		97.46	1/4/2022	10-1125-490-00-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool		7.95	1/4/2022	10-1125-490-00-79-600-14
		10-2300-410-97-79-600-14	All Children Gen Admin Sup		63.25	1/4/2022	10-2300-410-97-79-600-14
				Total	$812.32		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221714	BMO Mastercard						
		20-2542-410-00-79	Supplies B & G		-150.00	1/4/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		462.99	1/4/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		925.98	1/4/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		1,388.97	1/4/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		2,579.94	1/4/2022	20-2542-410-00-79
				Total	$5,207.88		
0020221715	BMO Mastercard						
		10-2212-332-00-74-500-14	Travel & Conference Curr		108.00	1/4/2022	10-2212-332-00-74-500-14
				Total	$108.00		
0020221716	BMO Mastercard						
		10-2642-410-00-74-500-14	Supplies Human Res		8.19	1/4/2022	10-2642-410-00-74-500-14
		10-2642-410-00-74-500-14	Supplies Human Res		15.88	1/4/2022	10-2642-410-00-74-500-14
		10-2642-410-00-74-500-14	Supplies Human Res		35.38	1/4/2022	10-2642-410-00-74-500-14
		10-2642-411-00-74-500-14	HR Employee Recognition		39.57	1/4/2022	10-2642-411-00-74-500-14
				Total	$99.02		
0020221717	BMO Mastercard						
		10-2560-415-00-71-300-13	Cafe Food HS		35.40	1/4/2022	10-2560-415-00-71-300-13
				Total	$35.40		
0020221718	BMO Mastercard						
		10-2660-410-00-79-600-14	Supplies Tech		12.87	1/4/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		658.80	1/4/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		48.69	1/4/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		38.40	1/4/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		32.97	1/4/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		18.99	1/4/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		32.48	1/4/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		-68.50	1/4/2022	10-2660-410-00-79-600-14
				Total	$774.70		
0020221719	BMO Mastercard						
		10-158	Activity Funds		50.94	1/4/2022	10-158
				Total	$50.94		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221720	BMO Mastercard						
		10-1100-421-00-74-500-14	Materials K-12		7.02	1/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		222.88	1/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		78.16	1/4/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12		272.00	1/4/2022	10-1100-421-00-74-500-14
		10-1130-410-67-71-300-13	PLTW Supplies		8.53	1/4/2022	10-1130-410-67-71-300-13
		10-1130-410-67-71-300-13	PLTW Supplies		12.99	1/4/2022	10-1130-410-67-71-300-13
		10-2210-490-00-74-500-14	Supplies Curr & Inst		16.48	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		21.99	1/4/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		125.12	1/4/2022	10-2210-490-00-74-500-14
		10-2212-332-00-74-500-14	Travel & Conference Curr		299.00	1/4/2022	10-2212-332-00-74-500-14
		10-2212-332-00-74-500-14	Travel & Conference Curr		97.00	1/4/2022	10-2212-332-00-74-500-14
				Total	$1,161.17		
0020221721	BMO Mastercard						
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		58.64	1/4/2022	10-1800-410-84-79-605-14
		10-2213-410-00-79-600-14	Special Svcs Supplies		23.90	1/4/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies		899.40	1/4/2022	10-2213-410-00-79-600-14
				Total	$981.94		
0020221722	BMO Mastercard						
		10-2520-410-00-74-500-14	Supplies Fiscal		48.57	1/4/2022	10-2520-410-00-74-500-14
		10-2561-640-00-79-600-14	Dir Food Service Dues & Fees		-17.00	1/4/2022	10-2561-640-00-79-600-14
				Total	$31.57		
0020221723	BMO Mastercard						
		10-1200-410-00-79-600-14	Supplies Sp Ed		155.26	1/4/2022	10-1200-410-00-79-600-14
		10-1200-410-00-79-600-14	Supplies Sp Ed		35.97	1/4/2022	10-1200-410-00-79-600-14
		10-1200-410-66-71-300-13	STEP Supplies		72.00	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies		26.91	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies		48.94	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies		576.67	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies		419.97	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies		66.65	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies		35.99	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-66-71-300-13	STEP Supplies		44.96	1/4/2022	10-1200-410-66-71-300-13
		10-1200-410-92-79-600-14	IDEA Instructional Supplies		98.99	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies		19.50	1/4/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies		12.99	1/4/2022	10-1200-410-92-79-600-14
		10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup		49.77	1/4/2022	10-2130-410-92-79-605-14
				Total	$1,664.57		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221724	BMO Mastercard						
		10-2321-332-00-74-500-14	Travel Supt		30.00	1/4/2022	10-2321-332-00-74-500-14
		10-2321-332-00-74-500-14	Travel Supt		31.59	1/4/2022	10-2321-332-00-74-500-14
		10-2321-332-00-74-500-14	Travel Supt		37.71	1/4/2022	10-2321-332-00-74-500-14
		10-2321-332-00-74-500-14	Travel Supt		5.65	1/4/2022	10-2321-332-00-74-500-14
				Total	$104.95		
0020221725	BMO Mastercard						
		10-1120-410-00-74-210-13	Inst Supplies Heineman		12.74	1/4/2022	10-1120-410-00-74-210-13
		10-1120-410-02-74-210-13	Art Supplies Heineman		6.68	1/4/2022	10-1120-410-02-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman		279.99	1/4/2022	10-1120-410-12-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman		6.00	1/4/2022	10-1120-410-12-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman		47.58	1/4/2022	10-1120-410-12-74-210-13
		10-1120-410-13-74-210-07	Heineman Science Supplies 7		-79.92	1/4/2022	10-1120-410-13-74-210-07
		10-2220-430-00-74-210-13	Media Center Heineman		22.95	1/4/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman		7.99	1/4/2022	10-2220-430-00-74-210-13
		10-2410-410-00-74-210-13	Office Supplies Heineman		52.28	1/4/2022	10-2410-410-00-74-210-13
		10-2410-410-00-74-210-13	Office Supplies Heineman		40.44	1/4/2022	10-2410-410-00-74-210-13
				Total	$396.73		
0020221726	BMO Mastercard						
		10-1110-410-00-72-120-13	Inst Supplies Martin		81.71	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		26.97	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		24.87	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		20.97	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		124.46	1/4/2022	10-1110-410-00-72-120-13
		10-1110-410-12-72-120-13	Music SuppliesMartin		22.99	1/4/2022	10-1110-410-12-72-120-13
		10-2410-491-00-72-120-13	Rebate Supplies Martin		58.33	1/4/2022	10-2410-491-00-72-120-13
				Total	$360.30		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221727	BMO Mastercard						
		10-1130-410-00-71-300-13	Inst Supplies HS		13.98	1/4/2022	10-1130-410-00-71-300-13
		10-1130-410-13-71-300-13	Science Supplies HS		50.03	1/4/2022	10-1130-410-13-71-300-13
		10-1130-410-15-71-300-13	Social Studies Supplies HS		8.83	1/4/2022	10-1130-410-15-71-300-13
		10-1130-410-15-71-300-13	Social Studies Supplies HS		9.22	1/4/2022	10-1130-410-15-71-300-13
		10-1130-410-15-71-300-13	Social Studies Supplies HS		17.98	1/4/2022	10-1130-410-15-71-300-13
		10-1130-410-15-71-300-13	Social Studies Supplies HS		96.25	1/4/2022	10-1130-410-15-71-300-13
		10-1130-410-15-71-300-13	Social Studies Supplies HS		115.20	1/4/2022	10-1130-410-15-71-300-13
		10-1130-410-59-71-300-14	HS Special Ed Supplies		32.04	1/4/2022	10-1130-410-59-71-300-14
		10-1400-410-03-71-300-13	Business Supplies		45.00	1/4/2022	10-1400-410-03-71-300-13
		10-2220-430-00-71-300-13	Media Center HS		13.29	1/4/2022	10-2220-430-00-71-300-13
		10-2220-430-00-71-300-13	Media Center HS		36.89	1/4/2022	10-2220-430-00-71-300-13
		10-2220-430-00-71-300-13	Media Center HS		33.99	1/4/2022	10-2220-430-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS		15.18	1/4/2022	10-2410-410-00-71-300-13
				Total	$487.88		
0020221728	BMO Mastercard						
		10-2220-490-00-74-150-13	Media Center Tech Conley		14.99	1/4/2022	10-2220-490-00-74-150-13
				Total	$14.99		
0020221729	BMO Mastercard						
		10-1110-410-00-71-100-13	Inst Supplies Leggee		243.88	1/4/2022	10-1110-410-00-71-100-13
		10-2410-410-00-71-100-13	Office Supplies Leggee		35.59	1/4/2022	10-2410-410-00-71-100-13
				Total	$279.47		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221730	BMO Mastercard					
		10-1120-410-00-72-220-13	Inst Supplies Marlowe	60.48	1/4/2022	10-1120-410-00-72-220-13
		10-1120-410-09-72-220-13	Home Ec Marlowe	250.00	1/4/2022	10-1120-410-09-72-220-13
		10-1120-410-09-72-220-13	Home Ec Marlowe	126.37	1/4/2022	10-1120-410-09-72-220-13
		10-1120-410-13-72-220-06	Marlowe Science Supplies 6	98.22	1/4/2022	10-1120-410-13-72-220-06
		10-1120-410-50-72-220-13	PE Supplies Marlowe	99.99	1/4/2022	10-1120-410-50-72-220-13
		10-1120-410-50-72-220-13	PE Supplies Marlowe	12.45	1/4/2022	10-1120-410-50-72-220-13
		10-1120-410-50-72-220-13	PE Supplies Marlowe	55.95	1/4/2022	10-1120-410-50-72-220-13
		10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	75.00	1/4/2022	10-1120-490-00-72-220-13
		10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	2.99	1/4/2022	10-1120-490-00-72-220-13
		10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	71.79	1/4/2022	10-1120-490-00-72-220-13
		10-1500-335-00-72-220-13	Conference Travel Marlowe	120.00	1/4/2022	10-1500-335-00-72-220-13
		10-2220-430-00-72-220-13	Media Center Marlowe	8.49	1/4/2022	10-2220-430-00-72-220-13
		10-2220-430-00-72-220-13	Media Center Marlowe	14.98	1/4/2022	10-2220-430-00-72-220-13
		10-2220-430-00-72-220-13	Media Center Marlowe	19.31	1/4/2022	10-2220-430-00-72-220-13
		10-2410-410-00-72-220-13	Office Supplies Marlowe	8.99	1/4/2022	10-2410-410-00-72-220-13
		10-2410-410-00-72-220-13	Office Supplies Marlowe	104.92	1/4/2022	10-2410-410-00-72-220-13
		10-2410-491-00-72-220-13	Rebate Supplies Marlowe	186.70	1/4/2022	10-2410-491-00-72-220-13
		10-2410-491-00-72-220-13	Rebate Supplies Marlowe	134.14	1/4/2022	10-2410-491-00-72-220-13
		10-2410-491-00-72-220-13	Rebate Supplies Marlowe	20.42	1/4/2022	10-2410-491-00-72-220-13
			Total	$1,471.19		
0020221731	BMO Mastercard					
		10-158	Activity Funds	49.00	1/4/2022	10-158
		10-158	Activity Funds	7,475.00	1/4/2022	10-158
		10-158	Activity Funds	145.90	1/4/2022	10-158
		10-158	Activity Funds	124.77	1/4/2022	10-158
		10-158	Activity Funds	150.00	1/4/2022	10-158
		10-158	Activity Funds	142.82	1/4/2022	10-158
		10-158	Activity Funds	152.16	1/4/2022	10-158
		10-158	Activity Funds	142.48	1/4/2022	10-158
			Total	$8,382.13		
0020221732	BMO Mastercard					
		10-158	Activity Funds	40.69	1/4/2022	10-158
		10-158	Activity Funds	87.42	1/4/2022	10-158
		10-158	Activity Funds	80.17	1/4/2022	10-158
		10-158	Activity Funds	14.84	1/4/2022	10-158
			Total	$223.12		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221733	BMO Mastercard						
		10-1110-410-00-74-140-13	Inst Supplies Mackeben		24.44	1/4/2022	10-1110-410-00-74-140-13
		10-158	Activity Funds		40.40	1/4/2022	10-158
		10-2220-430-00-74-140-13	Media Center Mackeben		67.95	1/4/2022	10-2220-430-00-74-140-13
		10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben		122.76	1/4/2022	10-2410-410-00-74-140-14
				Total	$255.55		
0020221734	BMO Mastercard						
		10-2560-415-00-74-150-13	Cafe Food Conley		19.98	1/4/2022	10-2560-415-00-74-150-13
				Total	$19.98		
0020221735	BMO Mastercard						
		20-2540-410-00-79	Office Supplies B & G		17.99	1/4/2022	20-2540-410-00-79
		20-2540-410-00-79	Office Supplies B & G		33.87	1/4/2022	20-2540-410-00-79
		20-2542-410-00-79	Supplies B & G		-107.25	1/4/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		107.25	1/4/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		94.98	1/4/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		5.99	1/4/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		45.68	1/4/2022	20-2542-410-00-79
				Total	$198.51		
0020221736	BMO Mastercard						
		10-2321-332-00-74-500-14	Travel Supt		25.56	1/4/2022	10-2321-332-00-74-500-14
		10-2321-332-00-74-500-14	Travel Supt		30.00	1/4/2022	10-2321-332-00-74-500-14
		10-2321-332-00-74-500-14	Travel Supt		278.69	1/4/2022	10-2321-332-00-74-500-14
				Total	$334.25		
0020221737	BMO Mastercard						
		10-2642-410-00-74-500-14	Supplies Human Res		49.92	1/4/2022	10-2642-410-00-74-500-14
		10-2642-410-00-74-500-14	Supplies Human Res		12.72	1/4/2022	10-2642-410-00-74-500-14
		10-2642-411-00-74-500-14	HR Employee Recognition		223.96	1/4/2022	10-2642-411-00-74-500-14
				Total	$286.60		
0020221807	BMO Mastercard						
		10-1110-410-12-74-110-13	Music Supplies		26.88	1/14/2022	10-1110-410-12-74-110-13
		10-158	Activity Funds		264.90	1/14/2022	10-158
		10-158	Activity Funds		50.38	1/14/2022	10-158
		10-158	Activity Funds		133.18	1/14/2022	10-158
		10-2220-490-00-72-110-13	Media Center Tech Chesak		133.44	1/14/2022	10-2220-490-00-72-110-13
				Total	$608.78		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221808	BMO Mastercard					
		10-1535-410-00-71-300-15	Wrestling Supplies HS	220.68	1/14/2022	10-1535-410-00-71-300-15
		10-158	Activity Funds	793.98	1/14/2022	10-158
		10-158	Activity Funds	498.99	1/14/2022	10-158
		10-158	Activity Funds	181.03	1/14/2022	10-158
		10-158	Activity Funds	59.96	1/14/2022	10-158
		10-158	Activity Funds	56.97	1/14/2022	10-158
		10-158	Activity Funds	50.00	1/14/2022	10-158
		10-158	Activity Funds	39.98	1/14/2022	10-158
		10-158	Activity Funds	33.99	1/14/2022	10-158
		10-158	Activity Funds	8.55	1/14/2022	10-158
			Total	$1,944.13		
0020221809	BMO Mastercard					
		10-1130-310-00-71-300-13	General Pur Svcs HS	119.40	1/14/2022	10-1130-310-00-71-300-13
			Total	$119.40		
0020221810	BMO Mastercard					
		10-2660-319-61-79-600-14	Software Maintenance	339.98	1/14/2022	10-2660-319-61-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	185.00	1/14/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	162.00	1/14/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	61.25	1/14/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	70.65	1/14/2022	10-2660-410-00-79-600-14
			Total	$818.88		
0020221811	BMO Mastercard					
		10-158	Activity Funds	42.00	1/14/2022	10-158
		10-158	Activity Funds	41.52	1/14/2022	10-158
		10-158	Activity Funds	26.98	1/14/2022	10-158
		10-158	Activity Funds	12.50	1/14/2022	10-158
		10-158	Activity Funds	407.70	1/14/2022	10-158
		10-158	Activity Funds	46.39	1/14/2022	10-158
		10-158	Activity Funds	100.00	1/14/2022	10-158
		10-158	Activity Funds	29.50	1/14/2022	10-158
		10-158	Activity Funds	93.65	1/14/2022	10-158
		10-158	Activity Funds	62.97	1/14/2022	10-158
			Total	$863.21		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221812	BMO Mastercard					
		10-1100-421-00-74-500-14	Materials K-12	66.99	1/14/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	190.26	1/14/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	14.79	1/14/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	19.54	1/14/2022	10-1100-421-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	150.00	1/14/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	361.40	1/14/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	154.99	1/14/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	110.49	1/14/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	99.98	1/14/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	-108.08	1/14/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	134.98	1/14/2022	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst	378.90	1/14/2022	10-2210-490-00-74-500-14
		10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	409.00	1/14/2022	10-2323-640-00-74-500-14
			Total	$1,983.24		
0020221813	BMO Mastercard					
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	34.84	1/14/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	8.95	1/14/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	50.77	1/14/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	73.59	1/14/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	772.65	1/14/2022	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	23.85	1/14/2022	10-1800-410-84-79-605-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	123.21	1/14/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	514.25	1/14/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	35.13	1/14/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	37.15	1/14/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	99.80	1/14/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	453.75	1/14/2022	10-2213-410-00-79-600-14
		10-2213-410-00-79-600-14	Special Svcs Supplies	50.85	1/14/2022	10-2213-410-00-79-600-14
		10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	90.00	1/14/2022	10-3600-410-82-79-605-14
			Total	$2,368.79		
0020221814	BMO Mastercard					
		10-2520-410-00-74-500-14	Supplies Fiscal	16.06	1/14/2022	10-2520-410-00-74-500-14
		10-2520-410-00-74-500-14	Supplies Fiscal	5.99	1/14/2022	10-2520-410-00-74-500-14
			Total	$22.05		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221815	BMO Mastercard					
		10-1200-310-66-71-300-13	STEP Purchased Services	194.75	1/14/2022	10-1200-310-66-71-300-13
		10-1200-310-66-71-300-13	STEP Purchased Services	265.05	1/14/2022	10-1200-310-66-71-300-13
		10-1200-410-00-79-600-14	Supplies Sp Ed	-64.74	1/14/2022	10-1200-410-00-79-600-14
		10-1200-410-00-79-600-14	Supplies Sp Ed	10.00	1/14/2022	10-1200-410-00-79-600-14
		10-1200-410-00-79-600-14	Supplies Sp Ed	12.47	1/14/2022	10-1200-410-00-79-600-14
		10-1200-410-00-79-600-14	Supplies Sp Ed	405.00	1/14/2022	10-1200-410-00-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	125.27	1/14/2022	10-1200-410-92-79-600-14
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	16.99	1/14/2022	10-1200-410-92-79-600-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	45.00	1/14/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	44.30	1/14/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	180.00	1/14/2022	10-2210-314-92-79-605-14
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	681.60	1/14/2022	10-2210-314-92-79-605-14
			Total	$1,915.69		
0020221816	BMO Mastercard					
		10-1120-410-00-74-210-13	Inst Supplies Heineman	77.31	1/14/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	4.00	1/14/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	58.64	1/14/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	103.55	1/14/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	103.00	1/14/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	91.92	1/14/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	109.78	1/14/2022	10-1120-410-00-74-210-13
		10-1120-410-00-74-210-13	Inst Supplies Heineman	13.70	1/14/2022	10-1120-410-00-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	119.96	1/14/2022	10-1120-410-09-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	37.99	1/14/2022	10-1120-410-12-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	48.62	1/14/2022	10-1120-410-12-74-210-13
		10-1120-410-13-74-210-07	Heineman Science Supplies 7	25.11	1/14/2022	10-1120-410-13-74-210-07
		10-1120-410-13-74-210-08	Heineman Science Supplies 8	15.40	1/14/2022	10-1120-410-13-74-210-08
		10-1120-410-13-74-210-08	Heineman Science Supplies 8	202.04	1/14/2022	10-1120-410-13-74-210-08
		10-1120-410-50-74-210-13	PE Supplies Heineman	85.00	1/14/2022	10-1120-410-50-74-210-13
		10-158	Activity Funds	100.00	1/14/2022	10-158
		10-158	Activity Funds	23.99	1/14/2022	10-158
		10-2220-430-00-74-210-13	Media Center Heineman	7.99	1/14/2022	10-2220-430-00-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	11.99	1/14/2022	10-2220-430-00-74-210-13
		10-2410-410-00-74-210-13	Office Supplies Heineman	11.53	1/14/2022	10-2410-410-00-74-210-13
		10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	233.86	1/14/2022	10-2410-410-00-74-210-14
		10-2410-491-00-74-210-13	Rebate Supplies Heineman	75.96	1/14/2022	10-2410-491-00-74-210-13
		10-2410-640-00-74-210-13	Office Dues & Fees Heineman	409.00	1/14/2022	10-2410-640-00-74-210-13
			Total	$1,970.34		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221817	BMO Mastercard						
		10-1110-410-00-72-120-13	Inst Supplies Martin		6.99	1/14/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		8.52	1/14/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin		76.97	1/14/2022	10-1110-410-00-72-120-13
		10-1110-410-02-72-120-13	Art Supplies Martin		111.78	1/14/2022	10-1110-410-02-72-120-13
				Total	$204.26		
0020221818	BMO Mastercard						
		10-158	Activity Funds		183.09	1/14/2022	10-158
		10-158	Activity Funds		259.87	1/14/2022	10-158
				Total	$442.96		
0020221819	BMO Mastercard						
		10-1130-323-00-71-300-13	Repairs HS		89.99	1/14/2022	10-1130-323-00-71-300-13
		10-1130-332-00-71-300-13	Teacher Travel HS		250.00	1/14/2022	10-1130-332-00-71-300-13
		10-1130-410-13-71-300-13	Science Supplies HS		18.95	1/14/2022	10-1130-410-13-71-300-13
		10-1130-410-15-71-300-13	Social Studies Supplies HS		-8.83	1/14/2022	10-1130-410-15-71-300-13
		10-1130-410-32-71-305-09	Freshman Academy Supplies		413.77	1/14/2022	10-1130-410-32-71-305-09
		10-1400-410-01-71-300-13	Ag Supplies		133.69	1/14/2022	10-1400-410-01-71-300-13
		10-1400-410-01-71-300-13	Ag Supplies		52.87	1/14/2022	10-1400-410-01-71-300-13
		10-2220-430-00-71-300-13	Media Center HS		17.99	1/14/2022	10-2220-430-00-71-300-13
		10-2220-430-00-71-300-13	Media Center HS		31.06	1/14/2022	10-2220-430-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS		73.50	1/14/2022	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS		87.48	1/14/2022	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS		28.76	1/14/2022	10-2410-410-00-71-300-13
		10-2410-410-00-71-300-13	Office Supplies HS		49.36	1/14/2022	10-2410-410-00-71-300-13
				Total	$1,238.59		
0020221820	BMO Mastercard						
		10-1110-410-12-74-150-13	Conley Music Supplies		38.99	1/14/2022	10-1110-410-12-74-150-13
		10-2410-410-00-74-150-13	Office Supplies Conley		118.86	1/14/2022	10-2410-410-00-74-150-13
				Total	$157.85		
0020221821	BMO Mastercard						
		10-1110-410-00-71-100-13	Inst Supplies Leggee		79.96	1/14/2022	10-1110-410-00-71-100-13
		10-1110-410-02-71-100-13	Art Supplies Leggee		28.01	1/14/2022	10-1110-410-02-71-100-13
		10-158	Activity Funds		87.52	1/14/2022	10-158
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		299.00	1/14/2022	10-2210-314-92-79-605-14
				Total	$494.49		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221822	BMO Mastercard						
		10-1543-640-00-71-305-13	Activities Fees		150.00	1/14/2022	10-1543-640-00-71-305-13
		10-158	Activity Funds		422.40	1/14/2022	10-158
		10-158	Activity Funds		75.00	1/14/2022	10-158
		10-158	Activity Funds		4,125.00	1/14/2022	10-158
				Total	$4,772.40		
0020221823	BMO Mastercard						
		10-158	Activity Funds		41.88	1/14/2022	10-158
		10-158	Activity Funds		147.45	1/14/2022	10-158
		10-158	Activity Funds		48.00	1/14/2022	10-158
		10-158	Activity Funds		41.00	1/14/2022	10-158
		10-158	Activity Funds		5.00	1/14/2022	10-158
				Total	$283.33		
0020221824	BMO Mastercard						
		10-1100-421-00-74-500-14	Materials K-12		98.75	1/14/2022	10-1100-421-00-74-500-14
				Total	$98.75		
0020221825	BMO Mastercard						
		10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben		65.50	1/14/2022	10-2410-410-00-74-140-14
				Total	$65.50		
0020221826	BMO Mastercard						
		10-2560-410-00-71-300-13	Cafe Supplies HS		300.00	1/14/2022	10-2560-410-00-71-300-13
		10-2560-415-00-72-110-13	Cafe Food Chesak		38.63	1/14/2022	10-2560-415-00-72-110-13
		10-2560-415-00-72-110-13	Cafe Food Chesak		25.02	1/14/2022	10-2560-415-00-72-110-13
		10-2560-415-00-74-210-13	Cafe Food Heineman		35.35	1/14/2022	10-2560-415-00-74-210-13
				Total	$399.00		
0020221827	BMO Mastercard						
		20-2540-640-00-79	Dues & Fees		75.00	1/14/2022	20-2540-640-00-79
		20-2542-410-00-79	Supplies B & G		23.50	1/14/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		164.27	1/14/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		315.93	1/14/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		1,091.34	1/14/2022	20-2542-410-00-79
				Total	$1,670.04		
0020221828	BMO Mastercard						
		10-2642-410-00-74-500-14	Supplies Human Res		8.31	1/14/2022	10-2642-410-00-74-500-14
		10-2642-410-00-74-500-14	Supplies Human Res		59.10	1/14/2022	10-2642-410-00-74-500-14
				Total	$67.41		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221692	Books del Sur						
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		139.12	1/4/2022	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		1,224.21	1/4/2022	10-1800-410-82-79-605-14
				Total	$1,363.33		
0020221646	Boomerang Project, The						
		10-1130-410-32-71-305-09	Freshman Academy Supplies		775.00	12/20/2021	10-1130-410-32-71-305-09
				Total	$775.00		
0020221695	Brucker Company						
		20-2542-410-00-79	Supplies B & G		19,401.55	1/4/2022	20-2542-410-00-79
				Total	$19,401.55		
0022010297	Brucker Company						
		20-2542-323-00-79	Repairs & Maint Buildings		600.00	1/1/2022	20-2542-323-00-79
				Total	$600.00		
0022011907	BryMax Enterprises Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		1,000.00	1/1/2022	10-2560-415-00-71-300-13
				Total	$1,000.00		
0022011917	BryMax Enterprises Inc						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		1,000.00	1/1/2022	10-2560-415-00-72-220-13
				Total	$1,000.00		
0022011927	BryMax Enterprises Inc						
		10-2560-415-00-74-210-13	Cafe Food Heineman		1,000.00	1/1/2022	10-2560-415-00-74-210-13
				Total	$1,000.00		
0020221641	BSN Sports						
		10-1505-410-00-71-300-15	Basketball Boys Supplies HS		843.75	12/20/2021	10-1505-410-00-71-300-15
		10-1505-410-00-71-300-16	Basketball Girls Supplies HS		843.75	12/20/2021	10-1505-410-00-71-300-16
				Total	$1,687.50		
0020221754	Building Technology Consultants PC						
		20-2540-310-00-79	Professional & Technical		142.80	1/6/2022	20-2540-310-00-79
		20-2540-310-00-79	Professional & Technical		5,187.50	1/6/2022	20-2540-310-00-79
				Total	$5,330.30		
0020221747	Bulley & Andrews Masonry Restoration						
		20-2542-323-00-79	Repairs & Maint Buildings		11,424.00	1/6/2022	20-2542-323-00-79
				Total	$11,424.00		
0022010517	Camelot Schools LLC						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		18,000.00	1/1/2022	10-4220-670-00-79-600-14
				Total	$18,000.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221610	Carolina Biological Supply Co						
		10-1130-410-67-71-300-13	PLTW Supplies		45.22	12/14/2021	10-1130-410-67-71-300-13
		10-1130-410-67-71-300-13	PLTW Supplies		22.61	12/14/2021	10-1130-410-67-71-300-13
		10-1130-410-67-71-300-13	PLTW Supplies		23.28	12/14/2021	10-1130-410-67-71-300-13
		10-1130-410-67-71-300-13	PLTW Supplies		30.95	12/14/2021	10-1130-410-67-71-300-13
				Total	$122.06		
0020221611	Carolina Biological Supply Co						
		10-1130-410-67-71-300-13	PLTW Supplies		36.95	12/14/2021	10-1130-410-67-71-300-13
		10-1130-410-67-71-300-13	PLTW Supplies		46.56	12/14/2021	10-1130-410-67-71-300-13
		10-1130-410-67-71-300-13	PLTW Supplies		113.05	12/14/2021	10-1130-410-67-71-300-13
		10-1130-410-67-71-300-13	PLTW Supplies		22.61	12/14/2021	10-1130-410-67-71-300-13
				Total	$219.17		
0020221748	CDW Government Inc						
		10-2660-410-00-79-600-14	Supplies Tech		127.00	1/6/2022	10-2660-410-00-79-600-14
				Total	$127.00		
0020221749	CDW Government Inc						
		10-2220-490-00-71-100-13	Media Center Tech Leggee		940.00	1/6/2022	10-2220-490-00-71-100-13
		10-2220-490-00-71-100-13	Media Center Tech Leggee		27.82	1/6/2022	10-2220-490-00-71-100-13
				Total	$967.82		
0022010727	Central States Bus Sales Inc						
		40-2554-410-00-79	Fleet Supplies		2,500.00	1/1/2022	40-2554-410-00-79
				Total	$2,500.00		
0020221685	Century Springs						
		10-2410-490-00-71-300-13	HS Staff Recognition		115.45	1/3/2022	10-2410-490-00-71-300-13
				Total	$115.45		
0020221677	Champion Paving Corp						
		20-2543-323-00-79	Repairs-Grounds		4,700.00	12/28/2021	20-2543-323-00-79
				Total	$4,700.00		
0020221642	Chicago Kiln Service Inc						
		10-1130-323-00-71-300-13	Repairs HS		408.75	12/20/2021	10-1130-323-00-71-300-13
				Total	$408.75		
0020221755	China Bistro Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		12,252.80	1/6/2022	10-2560-415-00-71-300-13
				Total	$12,252.80		
0022010757	CINTAS						
		40-2550-325-00-79	Rental Trans		800.00	1/1/2022	40-2550-325-00-79
				Total	$800.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022011567	CINTAS					
		20-2542-323-00-79	Repairs & Maint Buildings	650.00	1/1/2022	20-2542-323-00-79
			Total	$650.00		
0022010587	Classroom Connection Day School					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,500.00	1/1/2022	10-4220-670-00-79-600-14
			Total	$8,500.00		
0022011962	Clinical Connections					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,000.00	1/1/2022	10-4220-670-00-79-600-14
			Total	$1,000.00		
0020221781	Colley Elevator Co					
		20-2542-323-00-79	Repairs & Maint Buildings	771.00	1/12/2022	20-2542-323-00-79
			Total	$771.00		
0022011627	Comcast					
		20-2540-340-00-79	Telephone - Districtwide	24,000.00	1/1/2022	20-2540-340-00-79
			Total	$24,000.00		
0022010537	Connections Day School					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	15,000.00	1/1/2022	10-4220-670-00-79-600-14
			Total	$15,000.00		
0020221696	Conserv FS Inc					
		20-2543-410-00-79	Grounds Supplies	4,185.00	1/4/2022	20-2543-410-00-79
			Total	$4,185.00		
0022010277	CPC Inc. / Facility Tree					
		20-2542-390-00-79	Other Purchased Service	748.80	1/1/2022	20-2542-390-00-79
			Total	$748.80		
0020221659	Creekside Printing					
		10-1200-410-92-79-600-14	IDEA Instructional Supplies	189.70	12/27/2021	10-1200-410-92-79-600-14
			Total	$189.70		
0022010047	Crescent Electric Supply Co					
		20-2542-410-00-79	Supplies B & G	1,000.00	1/1/2022	20-2542-410-00-79
			Total	$1,000.00		
0020221774	Crown Trophy					
		10-2321-410-00-74-500-14	Supplies Supt	206.57	1/12/2022	10-2321-410-00-74-500-14
			Total	$206.57		
0020221775	CT Veach Inc					
		20-2543-323-00-79	Repairs-Grounds	8,135.00	1/12/2022	20-2543-323-00-79
			Total	$8,135.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221776	CT Veach Inc						
		20-2543-323-00-79	Repairs-Grounds		2,646.00	1/12/2022	20-2543-323-00-79
				Total	$2,646.00		
0022010397	Datamation Imaging Services Corp						
		10-2660-390-00-79-600-14	Purchased Service Technology		200.00	1/1/2022	10-2660-390-00-79-600-14
				Total	$200.00		
0020221616	Demco Inc						
		10-2220-430-00-71-300-13	Media Center HS		214.96	12/14/2021	10-2220-430-00-71-300-13
				Total	$214.96		
0020221793	Digital Promise Global						
		10-2321-390-00-74-500-14	Purchased Service Supt		3,000.00	1/13/2022	10-2321-390-00-74-500-14
				Total	$3,000.00		
0020221612	Dreisilker Electric Motors Inc						
		20-2542-410-00-79	Supplies B & G		56.55	12/14/2021	20-2542-410-00-79
				Total	$56.55		
0020221744	DuPage Federation on Human Services						
		10-1200-310-92-79-600-14	IDEA General Purchased Service		9.90	1/5/2022	10-1200-310-92-79-600-14
		10-1200-310-92-79-600-14	IDEA General Purchased Service		82.50	1/5/2022	10-1200-310-92-79-600-14
		10-2213-310-00-79-600-14	Special Svcs Pur Svc		55.00	1/5/2022	10-2213-310-00-79-600-14
		10-2213-310-00-79-600-14	Special Svcs Pur Svc		89.76	1/5/2022	10-2213-310-00-79-600-14
		10-2213-310-00-79-600-14	Special Svcs Pur Svc		36.30	1/5/2022	10-2213-310-00-79-600-14
				Total	$273.46		
0020221829	DuPage Federation on Human Services						
		10-2213-310-00-79-600-14	Special Svcs Pur Svc		103.51	1/14/2022	10-2213-310-00-79-600-14
				Total	$103.51		
0022011557	Easterseals						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		35,000.00	1/1/2022	10-4220-670-00-79-600-14
				Total	$35,000.00		
0020221766	ECRA Group Inc						
		10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		33,520.00	1/7/2022	10-2212-310-00-79-505-14
				Total	$33,520.00		
0020221756	Edge Sports Apparel LLC						
		10-1500-490-00-71-300-13	Team Sports HHS		4,250.00	1/6/2022	10-1500-490-00-71-300-13
		10-1500-490-00-71-300-13	Team Sports HHS		1,440.00	1/6/2022	10-1500-490-00-71-300-13
				Total	$5,690.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0022010707	Eds Automotive						
		40-2550-310-00-79	Prof & Tech Service Trans		850.00	1/1/2022	40-2550-310-00-79
				Total	$850.00		
0020221777	Engler Callaway Baasten & Sraga						
		10-2310-318-00-74-500-14	Legal Board		1,225.00	1/12/2022	10-2310-318-00-74-500-14
				Total	$1,225.00		
0020221613	eSpecial Needs LLC						
		10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup		1,503.63	12/14/2021	10-2130-410-92-79-605-14
				Total	$1,503.63		
0020221768	ESSCOE LLC						
		20-2542-323-00-79	Repairs & Maint Buildings		1,320.00	1/10/2022	20-2542-323-00-79
		20-2542-323-00-79	Repairs & Maint Buildings		40.00	1/10/2022	20-2542-323-00-79
				Total	$1,360.00		
0020221794	Federal Supply						
		10-2560-410-00-71-300-13	Cafe Supplies HS		232.24	1/13/2022	10-2560-410-00-71-300-13
		10-2560-410-00-71-300-13	Cafe Supplies HS		432.48	1/13/2022	10-2560-410-00-71-300-13
		10-2560-410-00-72-220-13	Cafe Supplies Marlowe		432.48	1/13/2022	10-2560-410-00-72-220-13
		10-2560-410-00-74-210-13	Cafe Supplies Heineman		432.48	1/13/2022	10-2560-410-00-74-210-13
				Total	$1,529.68		
0020221750	Flinn Scientific Inc						
		10-1130-410-13-71-300-13	Science Supplies HS		913.50	1/6/2022	10-1130-410-13-71-300-13
				Total	$913.50		
0020221647	Follett School Solutions Inc						
		10-1100-421-00-74-500-14	Materials K-12		160.64	12/20/2021	10-1100-421-00-74-500-14
				Total	$160.64		
0020221660	Fox Valley Fire Safety						
		20-2542-390-00-79	Other Purchased Service		1,024.00	12/27/2021	20-2542-390-00-79
				Total	$1,024.00		
0020221661	Fox Valley Fire Safety						
		20-2542-390-00-79	Other Purchased Service		470.00	12/27/2021	20-2542-390-00-79
				Total	$470.00		
0020221672	Fox Valley Fire Safety						
		20-2542-323-00-79	Repairs & Maint Buildings		2,340.00	12/27/2021	20-2542-323-00-79
				Total	$2,340.00		
0022010097	Fox Valley Fire Safety						
		20-2542-323-00-79	Repairs & Maint Buildings		1,000.00	1/1/2022	20-2542-323-00-79
				Total	$1,000.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022010817	Fox Valley Fire Safety					
		20-2542-390-00-79	Other Purchased Service	801.00	1/1/2022	20-2542-390-00-79
			Total	$801.00		
0022011657	General Parts LLC					
		10-2560-323-00-71-100-13	Cafe Repairs Leggee	1,250.00	1/1/2022	10-2560-323-00-71-100-13
			Total	$1,250.00		
0022011667	General Parts LLC					
		10-2560-323-00-71-300-13	Cafe Repairs HS	2,100.00	1/1/2022	10-2560-323-00-71-300-13
			Total	$2,100.00		
0022011677	General Parts LLC					
		10-2560-323-00-72-110-13	Cafe Repairs Chesak	1,250.00	1/1/2022	10-2560-323-00-72-110-13
			Total	$1,250.00		
0022011687	General Parts LLC					
		10-2560-323-00-72-120-13	Cafe Repairs Martin	1,250.00	1/1/2022	10-2560-323-00-72-120-13
			Total	$1,250.00		
0022011697	General Parts LLC					
		10-2560-323-00-72-220-13	Cafe Repairs Marlowe	1,250.00	1/1/2022	10-2560-323-00-72-220-13
			Total	$1,250.00		
0022011707	General Parts LLC					
		10-2560-323-00-74-140-13	Cafe Repairs Mackeben	1,250.00	1/1/2022	10-2560-323-00-74-140-13
			Total	$1,250.00		
0022011717	General Parts LLC					
		10-2560-323-00-74-150-13	Cafe Repairs Conley	1,250.00	1/1/2022	10-2560-323-00-74-150-13
			Total	$1,250.00		
0022011727	General Parts LLC					
		10-2560-323-00-74-210-13	Cafe Repairs Heineman	1,250.00	1/1/2022	10-2560-323-00-74-210-13
			Total	$1,250.00		
0022010617	GFC Leasing WI					
		10-2900-325-00-79-600-14	Copier Leases	5,906.93	1/1/2022	10-2900-325-00-79-600-14
			Total	$5,906.93		
0020221764	Gimkit					
		10-1120-410-00-74-210-13	Inst Supplies Heineman	1,000.00	1/7/2022	10-1120-410-00-74-210-13
			Total	$1,000.00		
0020221662	Global Water Technology Inc					
		20-2542-390-00-79	Other Purchased Service	920.00	12/27/2021	20-2542-390-00-79
			Total	$920.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221674	Gopher Performance						
		10-1110-410-50-74-100-14	PE Supplies Leggee		644.08	12/27/2021	10-1110-410-50-74-100-14
				Total	$644.08		
0020221751	Gopher Performance						
		10-1110-410-50-72-110-13	PE Supplies Chesak		103.80	1/6/2022	10-1110-410-50-72-110-13
		10-1110-410-50-72-110-13	PE Supplies Chesak		199.60	1/6/2022	10-1110-410-50-72-110-13
		10-1110-410-50-72-110-13	PE Supplies Chesak		80.85	1/6/2022	10-1110-410-50-72-110-13
		10-1110-410-50-72-110-13	PE Supplies Chesak		46.11	1/6/2022	10-1110-410-50-72-110-13
				Total	$430.36		
0020221651	Gordon Flesch Co Inc						
		10-2900-390-00-79-600-14	Copier Maintenance		9,995.33	12/20/2021	10-2900-390-00-79-600-14
				Total	$9,995.33		
0020221832	Gordon Food Service						
		10-1400-410-09-71-300-13	Home Economics Supplies		297.79	1/14/2022	10-1400-410-09-71-300-13
				Total	$297.79		
0022011157	Gordon Food Service						
		10-2560-410-00-71-100-13	Cafe Supplies Leggee		1,200.00	1/1/2022	10-2560-410-00-71-100-13
				Total	$1,200.00		
0022011167	Gordon Food Service						
		10-2560-410-00-71-300-13	Cafe Supplies HS		6,000.00	1/1/2022	10-2560-410-00-71-300-13
				Total	$6,000.00		
0022011177	Gordon Food Service						
		10-2560-410-00-72-110-13	Cafe Supplies Chesak		900.00	1/1/2022	10-2560-410-00-72-110-13
				Total	$900.00		
0022011187	Gordon Food Service						
		10-2560-410-00-72-120-13	Cafe Supplies Martin		1,200.00	1/1/2022	10-2560-410-00-72-120-13
				Total	$1,200.00		
0022011197	Gordon Food Service						
		10-2560-410-00-72-220-13	Cafe Supplies Marlowe		2,200.00	1/1/2022	10-2560-410-00-72-220-13
				Total	$2,200.00		
0022011207	Gordon Food Service						
		10-2560-410-00-74-140-13	Cafe Supplies Mackeben		800.00	1/1/2022	10-2560-410-00-74-140-13
				Total	$800.00		
0022011217	Gordon Food Service						
		10-2560-410-00-74-150-13	Cafe Supplies Conley		900.00	1/1/2022	10-2560-410-00-74-150-13
				Total	$900.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022011227	Gordon Food Service					
		10-2560-410-00-74-210-13	Cafe Supplies Heineman	1,600.00	1/1/2022	10-2560-410-00-74-210-13
			Total	$1,600.00		
0022011237	Gordon Food Service					
		10-2560-415-00-71-100-13	Cafe Food Leggee	12,000.00	1/1/2022	10-2560-415-00-71-100-13
			Total	$12,000.00		
0022011247	Gordon Food Service					
		10-2560-415-00-71-300-13	Cafe Food HS	50,000.00	1/1/2022	10-2560-415-00-71-300-13
			Total	$50,000.00		
0022011257	Gordon Food Service					
		10-2560-415-00-72-110-13	Cafe Food Chesak	10,000.00	1/1/2022	10-2560-415-00-72-110-13
			Total	$10,000.00		
0022011267	Gordon Food Service					
		10-2560-415-00-72-120-13	Cafe Food Martin	13,000.00	1/1/2022	10-2560-415-00-72-120-13
			Total	$13,000.00		
0022011277	Gordon Food Service					
		10-2560-415-00-72-220-13	Cafe Food Marlowe	20,000.00	1/1/2022	10-2560-415-00-72-220-13
			Total	$20,000.00		
0022011287	Gordon Food Service					
		10-2560-415-00-74-140-13	Cafe Food Mackeben	7,000.00	1/1/2022	10-2560-415-00-74-140-13
			Total	$7,000.00		
0022011297	Gordon Food Service					
		10-2560-415-00-74-150-13	Cafe Food Conley	7,000.00	1/1/2022	10-2560-415-00-74-150-13
			Total	$7,000.00		
0022011307	Gordon Food Service					
		10-2560-415-00-74-210-13	Cafe Food Heineman	17,000.00	1/1/2022	10-2560-415-00-74-210-13
			Total	$17,000.00		
0022010107	Grainger					
		20-2542-410-00-79	Supplies B & G	500.00	1/1/2022	20-2542-410-00-79
			Total	$500.00		
0020221617	Graphic Edge					
		10-1130-410-50-71-300-13	PE Supplies HS	430.87	12/14/2021	10-1130-410-50-71-300-13
			Total	$430.87		
0020221663	Halloran & Yauch Inc					
		20-2543-323-00-79	Repairs-Grounds	534.00	12/27/2021	20-2543-323-00-79
			Total	$534.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221783	Hauter Brothers Inc						
		20-2542-323-00-79	Repairs & Maint Buildings		9,800.00	1/13/2022	20-2542-323-00-79
				Total	$9,800.00		
0022011797	Hershey Creamery Company						
		10-2560-415-00-71-300-13	Cafe Food HS		2,000.00	1/1/2022	10-2560-415-00-71-300-13
				Total	$2,000.00		
0022011807	Hershey Creamery Company						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		2,000.00	1/1/2022	10-2560-415-00-72-220-13
				Total	$2,000.00		
0022011817	Hershey Creamery Company						
		10-2560-415-00-74-210-13	Cafe Food Heineman		2,000.00	1/1/2022	10-2560-415-00-74-210-13
				Total	$2,000.00		
0022010067	Home Depot Credit Services						
		20-2542-410-00-79	Supplies B & G		1,500.00	1/1/2022	20-2542-410-00-79
				Total	$1,500.00		
0020221618	Home Depot Pro						
		20-2542-410-00-79	Supplies B & G		231.92	12/15/2021	20-2542-410-00-79
				Total	$231.92		
0022011767	Home Juice Corp						
		10-2560-415-00-71-300-13	Cafe Food HS		500.00	1/1/2022	10-2560-415-00-71-300-13
				Total	$500.00		
0022011777	Home Juice Corp						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		500.00	1/1/2022	10-2560-415-00-72-220-13
				Total	$500.00		
0022011787	Home Juice Corp						
		10-2560-415-00-74-210-13	Cafe Food Heineman		500.00	1/1/2022	10-2560-415-00-74-210-13
				Total	$500.00		
0020221628	Hufcor Inc						
		20-2542-323-00-79	Repairs & Maint Buildings		372.00	12/16/2021	20-2542-323-00-79
				Total	$372.00		
0020221664	Huff-n-Puff Fitness Repair						
		10-1120-323-00-72-220-13	Repairs Marlowe		329.00	12/27/2021	10-1120-323-00-72-220-13
				Total	$329.00		
0020221637	ID Wholesaler						
		10-2660-410-00-79-600-14	Supplies Tech		522.50	12/16/2021	10-2660-410-00-79-600-14
				Total	$522.50		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221834	ID Wholesaler						
		10-2410-410-00-71-300-14	Copier Paper & Toner HS		437.51	1/14/2022	10-2410-410-00-71-300-14
				Total	$437.51		
0020221788	Illinois Architectural Glass						
		20-2542-323-00-79	Repairs & Maint Buildings		11,321.82	1/13/2022	20-2542-323-00-79
				Total	$11,321.82		
0022010077	Interstate Battery Center						
		20-2542-410-00-79	Supplies B & G		200.00	1/1/2022	20-2542-410-00-79
				Total	$200.00		
0020221771	James Stanfield Co, Inc.						
		10-1200-410-66-71-300-13	STEP Supplies		1,399.00	1/12/2022	10-1200-410-66-71-300-13
				Total	$1,399.00		
0020221635	Jensens Plumbing & Heating Inc						
		20-2542-323-00-79	Repairs & Maint Buildings		165.00	12/16/2021	20-2542-323-00-79
				Total	$165.00		
0020221694	Jensens Plumbing & Heating Inc						
		20-2542-323-00-79	Repairs & Maint Buildings		418.00	1/4/2022	20-2542-323-00-79
				Total	$418.00		
0020221795	JJ Keller & Associates Inc						
		40-2554-410-00-79	Fleet Supplies		2,037.85	1/13/2022	40-2554-410-00-79
				Total	$2,037.85		
0020221769	Johnson Controls Fire Protection LP						
		20-2542-323-00-79	Repairs & Maint Buildings		2,918.00	1/11/2022	20-2542-323-00-79
		20-2542-323-00-79	Repairs & Maint Buildings		2,859.00	1/11/2022	20-2542-323-00-79
				Total	$5,777.00		
0020221643	Jostens						
		10-1120-410-00-74-210-13	Inst Supplies Heineman		2,229.69	12/20/2021	10-1120-410-00-74-210-13
				Total	$2,229.69		
0020221656	Kelso Burnett Co						
		10-1110-410-00-72-120-13	Inst Supplies Martin		650.00	12/21/2021	10-1110-410-00-72-120-13
				Total	$650.00		
0020221638	Kimley-Horn and Associates Inc						
		10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc		1,147.00	12/16/2021	10-2546-390-00-79-600-14
				Total	$1,147.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221650	Kimley-Horn and Associates Inc					
		20-2540-310-00-79	Professional & Technical	6,000.00	12/20/2021	20-2540-310-00-79
		20-2540-310-00-79	Professional & Technical	4,900.00	12/20/2021	20-2540-310-00-79
		20-2540-310-00-79	Professional & Technical	32,500.00	12/20/2021	20-2540-310-00-79
		20-2540-310-00-79	Professional & Technical	3,000.00	12/20/2021	20-2540-310-00-79
		20-2540-310-00-79	Professional & Technical	8,000.00	12/20/2021	20-2540-310-00-79
		20-2540-310-00-79	Professional & Technical	7,500.00	12/20/2021	20-2540-310-00-79
			Total	$61,900.00		
0022011537	Klein Thorpe & Jenkins Ltd					
		10-2310-318-00-74-500-14	Legal Board	7,000.00	1/1/2022	10-2310-318-00-74-500-14
			Total	$7,000.00		
0020221691	K-Tech Inc					
		10-1130-323-00-71-300-13	Repairs HS	200.00	1/3/2022	10-1130-323-00-71-300-13
			Total	$200.00		
0022010787	Leach Enterprises Inc					
		40-2554-410-00-79	Fleet Supplies	2,500.00	1/1/2022	40-2554-410-00-79
			Total	$2,500.00		
0020221693	LearnWell					
		10-4210-670-00-79-600-14	Reg Ed Out of District	553.28	1/4/2022	10-4210-670-00-79-600-14
			Total	$553.28		
0022010447	Lincoln National Life					
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	90,000.00	1/1/2022	10-2310-220-00-79-600-14
			Total	$90,000.00		
0022010497	Little City Foundation					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	18,000.00	1/1/2022	10-4220-670-00-79-600-14
			Total	$18,000.00		
0020221665	Lucky Locators Inc					
		20-2543-323-00-79	Repairs-Grounds	200.00	12/27/2021	20-2543-323-00-79
			Total	$200.00		
0022011959	Manthey, Denise N					
		10-2130-310-00-79-600-14	Health Services	4,000.00	1/1/2022	10-2130-310-00-79-600-14
			Total	$4,000.00		
0022010507	Marklund Children`s Home					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	27,000.00	1/1/2022	10-4220-670-00-79-600-14
			Total	$27,000.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221644	McHenry Specialties						
		10-1130-410-00-71-300-13	Inst Supplies HS		20.00	12/20/2021	10-1130-410-00-71-300-13
				Total	$20.00		
0022010287	McMaster Carr Supply Co						
		20-2542-410-00-79	Supplies B & G		700.00	1/1/2022	20-2542-410-00-79
				Total	$700.00		
0020221757	MDC Environmental Serv						
		20-2542-321-00-79	Sanitation/Exterminating		719.30	1/6/2022	20-2542-321-00-79
				Total	$719.30		
0022010117	MDC Environmental Serv						
		20-2542-321-00-79	Sanitation/Exterminating		3,042.96	1/1/2022	20-2542-321-00-79
				Total	$3,042.96		
0020221675	Medicaleshop inc						
		10-1200-710-92-79-600-14	IDEA Instructional Non-Cap Eqp		474.75	12/27/2021	10-1200-710-92-79-600-14
				Total	$474.75		
0022010127	Menards Inc						
		20-2542-410-00-79	Supplies B & G		1,000.00	1/1/2022	20-2542-410-00-79
				Total	$1,000.00		
0022011958	Metro Prep						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,000.00	1/1/2022	10-4220-670-00-79-600-14
				Total	$5,000.00		
0020221614	Midwest Computer Products						
		10-1200-310-66-71-300-13	STEP Purchased Services		2,245.00	12/14/2021	10-1200-310-66-71-300-13
				Total	$2,245.00		
0020221758	Midwest Transit Equip Kankakee						
		40-2550-323-00-79	Repairs and Maintenance		181.39	1/6/2022	40-2550-323-00-79
		40-2550-323-00-79	Repairs and Maintenance		205.51	1/6/2022	40-2550-323-00-79
		40-2550-323-00-79	Repairs and Maintenance		377.22	1/6/2022	40-2550-323-00-79
		40-2550-323-00-79	Repairs and Maintenance		245.19	1/6/2022	40-2550-323-00-79
				Total	$1,009.31		
0022011527	Miller Hall & Triggs						
		10-2310-318-00-74-500-14	Legal Board		8,000.00	1/1/2022	10-2310-318-00-74-500-14
				Total	$8,000.00		
0020221657	MobyMax LLC						
		10-1100-410-56-79-605-14	RtI Materials		124.41	12/21/2021	10-1100-410-56-79-605-14
				Total	$124.41		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221652	Mulch Center, The						
		20-2543-410-00-79	Grounds Supplies		13,800.00	12/20/2021	20-2543-410-00-79
				Total	$13,800.00		
0022010147	Neuco						
		20-2542-410-00-79	Supplies B & G		1,000.00	1/1/2022	20-2542-410-00-79
				Total	$1,000.00		
0022010607	New Connections Academy						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		12,000.00	1/1/2022	10-4220-670-00-79-600-14
				Total	$12,000.00		
0022011057	New England Center for Children						
		10-1200-310-92-79-600-14	IDEA General Purchased Service		699.00	1/1/2022	10-1200-310-92-79-600-14
				Total	$699.00		
0022010547	New Hope Academy						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,000.00	1/1/2022	10-4220-670-00-79-600-14
				Total	$5,000.00		
0020221676	North American Corporation						
		20-2542-323-00-79	Repairs & Maint Buildings		363.50	12/27/2021	20-2542-323-00-79
				Total	$363.50		
0020221765	North American Corporation						
		20-2542-490-00-79	Invent Supplies B & G		356.38	1/7/2022	20-2542-490-00-79
		20-2542-490-00-79	Invent Supplies B & G		16,267.73	1/7/2022	20-2542-490-00-79
				Total	$16,624.11		
0022010017	North American Corporation						
		20-2542-410-00-79	Supplies B & G		8,959.60	1/1/2022	20-2542-410-00-79
				Total	$8,959.60		
0022011547	Northwestern Medicine						
		10-2130-220-00-79-600-14	Health Services Insurance		1,500.00	1/1/2022	10-2130-220-00-79-600-14
		10-2642-390-00-74-500-14	Purchased Service Human Res		250.00	1/1/2022	10-2642-390-00-74-500-14
				Total	$1,750.00		
0020221759	Northwestern Medicine Occupational H						
		40-2550-310-00-79	Prof & Tech Service Trans		110.00	1/6/2022	40-2550-310-00-79
		40-2550-310-00-79	Prof & Tech Service Trans		1,850.00	1/6/2022	40-2550-310-00-79
				Total	$1,960.00		
0022010167	Office Depot						
		20-2540-410-00-79	Office Supplies B & G		187.50	1/1/2022	20-2540-410-00-79
				Total	$187.50		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0022010177	Omni Commercial Lighting Service						
		20-2542-323-00-79	Repairs & Maint Buildings		1,000.00	1/1/2022	20-2542-323-00-79
				Total	$1,000.00		
0020221667	Otis Elevator Company						
		20-2542-390-00-79	Other Purchased Service		2,974.68	12/27/2021	20-2542-390-00-79
				Total	$2,974.68		
0022010797	Ottosen DiNolfo Hasenbalg & Castaldo						
		10-2310-318-00-74-500-14	Legal Board		3,000.00	1/1/2022	10-2310-318-00-74-500-14
				Total	$3,000.00		
0020221654	P & M Distributors Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		3,341.39	12/21/2021	10-2560-415-00-71-300-13
		10-2560-415-00-72-220-13	Cafe Food Marlowe		1,013.78	12/21/2021	10-2560-415-00-72-220-13
		10-2560-415-00-74-210-13	Cafe Food Heineman		1,057.73	12/21/2021	10-2560-415-00-74-210-13
				Total	$5,412.90		
0020221746	Pacific Learning Inc						
		10-1600-410-89-79-605-14	Title I Supplies		2,814.72	1/6/2022	10-1600-410-89-79-605-14
		10-1600-410-89-79-605-14	Title I Supplies		5,737.50	1/6/2022	10-1600-410-89-79-605-14
		10-1600-410-89-79-605-14	Title I Supplies		1,560.60	1/6/2022	10-1600-410-89-79-605-14
		10-1600-410-89-79-605-14	Title I Supplies		11,925.00	1/6/2022	10-1600-410-89-79-605-14
		10-1600-410-89-79-605-14	Title I Supplies		5,872.50	1/6/2022	10-1600-410-89-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		280.00	1/6/2022	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		4,725.00	1/6/2022	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		4,995.00	1/6/2022	10-1800-410-82-79-605-14
				Total	$37,910.32		
0020221787	Pearson Clinical Assessments						
		10-2140-410-92-79-605-14	IDEA Psychological Supplies		340.78	1/13/2022	10-2140-410-92-79-605-14
				Total	$340.78		
0022011487	Pepsi-Cola Gen Bot Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		7,500.00	1/1/2022	10-2560-415-00-71-300-13
				Total	$7,500.00		
0020221796	Pinecrest Golf and Country Club						
		10-1515-410-00-71-300-15	Golf Boys Supplies HS		5,644.00	1/13/2022	10-1515-410-00-71-300-15
		10-1515-410-00-71-300-16	Golf Girls Supplies HS		3,544.00	1/13/2022	10-1515-410-00-71-300-16
				Total	$9,188.00		
0020221686	PlumbMaster Inc						
		20-2542-410-00-79	Supplies B & G		868.45	1/3/2022	20-2542-410-00-79
				Total	$868.45		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221738	PlumbMaster Inc						
		20-2542-410-00-79	Supplies B & G		88.11	1/4/2022	20-2542-410-00-79
				Total	$88.11		
0020221623	Pomps Tire Service Inc						
		40-2550-323-00-79	Repairs and Maintenance		324.10	12/15/2021	40-2550-323-00-79
				Total	$324.10		
0020221760	Pomps Tire Service Inc						
		40-2554-410-00-79	Fleet Supplies		1,401.76	1/6/2022	40-2554-410-00-79
		40-2554-410-00-79	Fleet Supplies		323.90	1/6/2022	40-2554-410-00-79
				Total	$1,725.66		
0022010557	Pro Com Systems Inc						
		10-2660-390-00-79-600-14	Purchased Service Technology		2,000.00	1/1/2022	10-2660-390-00-79-600-14
				Total	$2,000.00		
0020221653	Quadient Inc						
		10-2630-341-00-74-500-14	Postage Central Office		28.48	12/21/2021	10-2630-341-00-74-500-14
		10-2630-341-00-74-500-14	Postage Central Office		194.91	12/21/2021	10-2630-341-00-74-500-14
				Total	$223.39		
0020221797	Quadient Inc						
		10-2630-341-00-74-500-14	Postage Central Office		1,968.00	1/13/2022	10-2630-341-00-74-500-14
				Total	$1,968.00		
0020221688	Quest Food Management						
		10-2560-310-00-71-300-13	Cafe Prof & Tech HS		8,994.70	1/3/2022	10-2560-310-00-71-300-13
		10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest		12,000.00	1/3/2022	10-2560-315-00-74-500-14
		10-2560-410-00-71-300-13	Cafe Supplies HS		4,237.50	1/3/2022	10-2560-410-00-71-300-13
		10-2560-540-00-71-300-13	Cafe Equipment HS		62,378.97	1/3/2022	10-2560-540-00-71-300-13
				Total	$87,611.17		
0020221798	Quest Food Management						
		10-2560-310-00-71-300-13	Cafe Prof & Tech HS		59.23	1/13/2022	10-2560-310-00-71-300-13
		10-2560-310-00-71-300-13	Cafe Prof & Tech HS		4,480.52	1/13/2022	10-2560-310-00-71-300-13
		10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest		3,000.00	1/13/2022	10-2560-315-00-74-500-14
		10-2560-410-00-71-300-13	Cafe Supplies HS		59.23	1/13/2022	10-2560-410-00-71-300-13
				Total	$7,598.98		
0020221799	Regional Office of Education						
		10-1500-410-00-71-300-13	Training/Athletic Supplies HS		100.00	1/13/2022	10-1500-410-00-71-300-13
				Total	$100.00		
0022010487	Revtrak, Inc.						
		10-2523-319-00-79-600-14	Banking Fees		10,000.00	1/1/2022	10-2523-319-00-79-600-14
				Total	$10,000.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221624	Rex Radiator & Welding Co					
		40-2554-410-00-79	Fleet Supplies	495.00	12/15/2021	40-2554-410-00-79
			Total	$495.00		
0020221741	Rex Radiator & Welding Co					
		40-2554-410-00-79	Fleet Supplies	515.00	1/5/2022	40-2554-410-00-79
			Total	$515.00		
0020221625	Route 47 Taxi Transportation Inc					
		40-2552-331-00-79	Contracted Transportation	3,850.00	12/15/2021	40-2552-331-00-79
			Total	$3,850.00		
0020221800	Route 47 Taxi Transportation Inc					
		40-2552-331-00-79	Contracted Transportation	4,200.00	1/13/2022	40-2552-331-00-79
			Total	$4,200.00		
0020221801	Rush Truck Center Huntley					
		40-2550-323-00-79	Repairs and Maintenance	24,820.00	1/13/2022	40-2550-323-00-79
			Total	$24,820.00		
0022010737	Rush Truck Center Huntley					
		40-2550-323-00-79	Repairs and Maintenance	2,000.00	1/1/2022	40-2550-323-00-79
			Total	$2,000.00		
0022010747	Rush Truck Center Huntley					
		40-2554-410-00-79	Fleet Supplies	3,000.00	1/1/2022	40-2554-410-00-79
			Total	$3,000.00		
0022011637	Russo Power Equipment					
		20-2543-410-00-79	Grounds Supplies	1,500.00	1/1/2022	20-2543-410-00-79
			Total	$1,500.00		
0020221640	Safe Di Awards					
		10-1120-410-00-74-210-13	Inst Supplies Heineman	209.00	12/17/2021	10-1120-410-00-74-210-13
			Total	$209.00		
0022011067	Safety Kleen Systems Inc					
		40-2550-310-00-79	Prof & Tech Service Trans	200.00	1/1/2022	40-2550-310-00-79
			Total	$200.00		
0020221761	Safeway Tuckpointing Co					
		20-2542-323-00-79	Repairs & Maint Buildings	1,650.00	1/6/2022	20-2542-323-00-79
		20-2542-323-00-79	Repairs & Maint Buildings	250.00	1/6/2022	20-2542-323-00-79
			Total	$1,900.00		
0022010247	Santas Village LLC					
		20-2542-322-00-79-605-14	Snow Removal	56,000.00	1/1/2022	20-2542-322-00-79-605-14
			Total	$56,000.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221778	SASED						
		10-2140-310-92-79-600-14	IDEA Psychological Services		6,965.00	1/12/2022	10-2140-310-92-79-600-14
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		4,644.00	1/12/2022	10-4220-670-00-79-600-14
				Total	$11,609.00		
0020221835	SawStop LLC						
		10-1400-410-03-71-300-13	Business Supplies		67.00	1/14/2022	10-1400-410-03-71-300-13
		10-1400-410-03-71-300-13	Business Supplies		15.09	1/14/2022	10-1400-410-03-71-300-13
		10-1400-410-03-71-300-13	Business Supplies		23.10	1/14/2022	10-1400-410-03-71-300-13
				Total	$105.19		
0020221742	Schoolbells Ltd						
		40-2552-331-00-79	Contracted Transportation		18,314.00	1/5/2022	40-2552-331-00-79
				Total	$18,314.00		
0020221648	SchoolMint Inc						
		10-1130-410-00-71-300-13	Inst Supplies HS		320.00	12/20/2021	10-1130-410-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS		18.00	12/20/2021	10-1130-410-00-71-300-13
				Total	$338.00		
0022011317	Schuring & Schuring						
		10-2560-415-00-71-100-13	Cafe Food Leggee		6,000.00	1/1/2022	10-2560-415-00-71-100-13
				Total	$6,000.00		
0022011327	Schuring & Schuring						
		10-2560-415-00-71-300-13	Cafe Food HS		7,000.00	1/1/2022	10-2560-415-00-71-300-13
				Total	$7,000.00		
0022011367	Schuring & Schuring						
		10-2560-415-00-74-140-13	Cafe Food Mackeben		5,000.00	1/1/2022	10-2560-415-00-74-140-13
				Total	$5,000.00		
0022011373	Schuring & Schuring						
		10-2560-415-00-72-110-13	Cafe Food Chesak		8,000.00	1/1/2022	10-2560-415-00-72-110-13
				Total	$8,000.00		
0022011374	Schuring & Schuring						
		10-2560-415-00-72-120-13	Cafe Food Martin		8,000.00	1/1/2022	10-2560-415-00-72-120-13
				Total	$8,000.00		
0022011375	Schuring & Schuring						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		4,000.00	1/1/2022	10-2560-415-00-72-220-13
				Total	$4,000.00		
0022011377	Schuring & Schuring						
		10-2560-415-00-74-150-13	Cafe Food Conley		5,000.00	1/1/2022	10-2560-415-00-74-150-13
				Total	$5,000.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022011387	Schuring & Schuring					
		10-2560-415-00-74-210-13	Cafe Food Heineman	4,000.00	1/1/2022	10-2560-415-00-74-210-13
			Total	$4,000.00		
0022011397	Schuring & Schuring					
		10-2560-415-97-79-600-14	All Children Snacks	150.00	1/1/2022	10-2560-415-97-79-600-14
			Total	$150.00		
0020221784	Seam Group LLC					
		20-2540-310-00-79	Professional & Technical	925.00	1/13/2022	20-2540-310-00-79
			Total	$925.00		
0020221645	Secretary of State					
		40-2554-410-00-79	Fleet Supplies	1,100.00	12/20/2021	40-2554-410-00-79
			Total	$1,100.00		
0022010957	Secretary of State 12					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010947	Secretary of State 11					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010967	Secretary of State 13					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010977	Secretary of State 14					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010987	Secretary of State 15					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010997	Secretary of State 16					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022011007	Secretary of State 17					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022011017	Secretary of State 18					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022011027	Secretary of State 19					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022011037	Secretary of State 20					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010847	Secretary of State1					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010937	Secretary of State10					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010857	Secretary of State2					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010867	Secretary of State3					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010877	Secretary of State4					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010887	Secretary of State5					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010897	Secretary of State6					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010907	Secretary of State7					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010917	Secretary of State8					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		
0022010927	Secretary of State9					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	1/1/2022	40-2550-310-00-79
			Total	$4.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221804	SEDOM of McHenry County						
		10-4210-670-00-79-600-14	Reg Ed Out of District		1,040.00	1/14/2022	10-4210-670-00-79-600-14
				Total	$1,040.00		
0020221802	Senase, Judith						
		10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv		850.00	1/13/2022	10-2150-310-92-79-600-14
				Total	$850.00		
0020221745	Service Sanitation Inc						
		10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs		797.53	1/5/2022	10-1500-320-00-71-300-13
		10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs		281.17	1/5/2022	10-1500-320-00-71-300-13
		10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs		703.20	1/5/2022	10-1500-320-00-71-300-13
		10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs		182.30	1/5/2022	10-1500-320-00-71-300-13
		10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs		240.99	1/5/2022	10-1500-320-00-71-300-13
				Total	$2,205.19		
0022011961	South Campus						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		6,000.00	1/1/2022	10-4220-670-00-79-600-14
				Total	$6,000.00		
0020221789	Specialized Data Systems Inc						
		10-2520-410-00-74-500-14	Supplies Fiscal		498.00	1/13/2022	10-2520-410-00-74-500-14
				Total	$498.00		
0022011737	Spectrum Center Inc						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,000.00	1/1/2022	10-4220-670-00-79-600-14
				Total	$5,000.00		
0020221739	Sportsfield Specialties						
		20-2542-410-00-79	Supplies B & G		2,836.00	1/4/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		23,636.00	1/4/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		3,471.00	1/4/2022	20-2542-410-00-79
				Total	$29,943.00		
0020221805	Stark & Son Trenching Inc						
		20-2543-323-00-79	Repairs-Grounds		1,487.36	1/14/2022	20-2543-323-00-79
				Total	$1,487.36		
0020221668	Stepping Stones Group						
		10-1101-310-00-79-605-14	Substitute Teacher-Contracted		637.50	12/27/2021	10-1101-310-00-79-605-14
				Total	$637.50		
0020221779	Stepping Stones Group						
		10-1101-310-00-79-605-14	Substitute Teacher-Contracted		2,025.00	1/12/2022	10-1101-310-00-79-605-14
				Total	$2,025.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221803	Stepping Stones Group						
		10-1101-310-00-79-605-14	Substitute Teacher-Contracted		937.50	1/13/2022	10-1101-310-00-79-605-14
				Total	$937.50		
0022010527	Summit School Inc						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,000.00	1/1/2022	10-4220-670-00-79-600-14
				Total	$5,000.00		
0020221615	Sunrise Southwest LLC						
		40-2552-331-00-79	Contracted Transportation		3,182.80	12/14/2021	40-2552-331-00-79
				Total	$3,182.80		
0022010377	Talerico Martin Corp						
		10-2560-415-00-74-210-13	Cafe Food Heineman		1,000.00	1/1/2022	10-2560-415-00-74-210-13
				Total	$1,000.00		
0022010378	Talerico Martin Corp						
		10-2560-415-00-71-300-13	Cafe Food HS		2,000.00	1/1/2022	10-2560-415-00-71-300-13
				Total	$2,000.00		
0022010387	Talerico Martin Corp						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		1,000.00	1/1/2022	10-2560-415-00-72-220-13
				Total	$1,000.00		
0020221772	Tennant Sales and Service						
		20-2542-410-00-79	Supplies B & G		99.50	1/12/2022	20-2542-410-00-79
				Total	$99.50		
0020221740	Thompson Elevator Inspection Service I						
		20-2542-390-00-79	Other Purchased Service		400.00	1/4/2022	20-2542-390-00-79
				Total	$400.00		
0022010307	Thomson Reuters						
		10-2660-470-00-79-600-14	Software Technology		1,015.35	1/1/2022	10-2660-470-00-79-600-14
				Total	$1,015.35		
0022010357	T-Mobile						
		20-2540-340-00-79	Telephone - Districtwide		4,000.00	1/1/2022	20-2540-340-00-79
				Total	$4,000.00		
0020221619	Trane						
		20-2542-410-00-79	Supplies B & G		462.64	12/15/2021	20-2542-410-00-79
				Total	$462.64		
0020221636	Trane						
		20-2542-410-00-79	Supplies B & G		330.52	12/16/2021	20-2542-410-00-79
				Total	$330.52		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020221687	Trane					
		20-2542-410-00-79	Supplies B & G	1,291.07	1/3/2022	20-2542-410-00-79
			Total	$1,291.07		
0020221780	Trane					
		20-2542-410-00-79	Supplies B & G	689.10	1/12/2022	20-2542-410-00-79
			Total	$689.10		
0022010837	Tredroc Tire Services LLC					
		40-2554-410-00-79	Fleet Supplies	3,400.00	1/1/2022	40-2554-410-00-79
			Total	$3,400.00		
0020221785	TruGreen					
		20-2543-410-00-79	Grounds Supplies	14,653.44	1/13/2022	20-2543-410-00-79
			Total	$14,653.44		
0020221689	UMB Bank NA					
		30-5900-690	Bond Service Charge	318.00	1/3/2022	30-5900-690
			Total	$318.00		
0020221690	UMB Bank NA					
		30-5900-690	Bond Service Charge	318.00	1/3/2022	30-5900-690
			Total	$318.00		
0020221836	UMB Bank NA					
		30-5220-620	Interest on Bonds	586,241.19	1/14/2022	30-5220-620
		30-5320-610	Principal on Bonds	1,330,000.00	1/14/2022	30-5320-610
			Total	$1,916,241.19		
0020221837	UMB Bank NA					
		30-5220-620	Interest on Bonds	64,937.17	1/14/2022	30-5220-620
			Total	$64,937.17		
0020221626	Unity School Bus Parts, Inc					
		40-2554-410-00-79	Fleet Supplies	1,680.00	12/15/2021	40-2554-410-00-79
			Total	$1,680.00		
0020221655	UPS Freight					
		20-2540-341-00-79-605-14	Postage	10.71	12/21/2021	20-2540-341-00-79-605-14
			Total	$10.71		
0020221669	UPS Store #6063					
		10-1200-341-00-79-600-14	Special Ed Postage	61.81	12/27/2021	10-1200-341-00-79-600-14
			Total	$61.81		
0022011607	Verizon Wireless					
		20-2540-340-00-79	Telephone - Districtwide	7,000.00	1/1/2022	20-2540-340-00-79
			Total	$7,000.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020221806	VILLAGE OF ALGONQUIN						
		20-2542-390-00-79	Other Purchased Service		260.00	1/14/2022	20-2542-390-00-79
				Total	$260.00		
0022010137	VILLAGE OF ALGONQUIN						
		20-2546-310-00-71-305	Resource Officer		9,749.33	1/1/2022	20-2546-310-00-71-305
				Total	$9,749.33		
0020221639	Village of Huntley						
		20-2546-310-00-71-305	Resource Officer		162.50	12/16/2021	20-2546-310-00-71-305
				Total	$162.50		
0022011517	Village of Huntley						
		20-2546-310-00-71-305	Resource Officer		5,360.20	1/1/2022	20-2546-310-00-71-305
				Total	$5,360.20		
0022010687	Village of Lake in the Hills						
		20-2546-310-00-71-305	Resource Officer		5,245.00	1/1/2022	20-2546-310-00-71-305
				Total	$5,245.00		
0022011757	Virtual Connections Academy						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		15,000.00	1/1/2022	10-4220-670-00-79-600-14
				Total	$15,000.00		
0022010457	VSP of Illinois NFP						
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		8,000.00	1/1/2022	10-2310-220-00-79-600-14
				Total	$8,000.00		
0020221649	Warehouse Direct Cardunal						
		40-2550-410-00-79	Office Supplies		111.60	12/20/2021	40-2550-410-00-79
				Total	$111.60		
0022010767	WEX BANK						
		40-2552-464-00-79	Diesel/Gasoline		300.00	1/1/2022	40-2552-464-00-79
				Total	$300.00		
0022010777	WEX BANK						
		10-1700-464-21-71-300-13	Driver Education Gasoline		2,000.00	1/1/2022	10-1700-464-21-71-300-13
		10-1700-464-21-71-300-13	Driver Education Gasoline		30.00	1/1/2022	10-1700-464-21-71-300-13
				Total	$2,030.00		
0020221830	Wilson Language Training						
		10-1200-410-92-79-600-14	IDEA Instructional Supplies		349.00	1/14/2022	10-1200-410-92-79-600-14
				Total	$349.00		
0020221670	Wilson, Danielle						
		10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies		1,200.00	12/27/2021	10-1120-490-02-72-220-13
				Total	$1,200.00		

Huntley Community School District #158
Purchase Orders Report
From December 13, 2021 to January 14, 2022

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0022011747	Winston Knolls Education Group						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		6,500.00	1/1/2022	10-4220-670-00-79-600-14
				Total	$6,500.00		
0020221767	Wold Architects and Engineers						
		20-2540-310-00-79	Professional & Technical		123.84	1/7/2022	20-2540-310-00-79
				Total	$123.84		
0022010477	Zero Card						
		10-1100-220-00-79-600-14	Regular Programs Insurance		2,500.00	1/1/2022	10-1100-220-00-79-600-14
				Total	$2,500.00		
0020221743	Zieglers Ace Hardware						
		20-2542-410-00-79	Supplies B & G		2,003.40	1/5/2022	20-2542-410-00-79
				Total	$2,003.40		
0022010267	Zieglers Ace Hardware						
		20-2542-410-00-79	Supplies B & G		300.00	1/1/2022	20-2542-410-00-79
				Total	$300.00		
0022011047	Zieglers Ace Hardware						
		40-2554-410-00-79	Fleet Supplies		100.00	1/1/2022	40-2554-410-00-79
				Total	$100.00		
				Total	$5,193,498.16		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 20, 2022

Subject: **Accounts Payable Report**
Board of Education Meeting, January 20, 2022
Finance Committee

The following is an executive summary of the attached report titled "Accounts Payable" which is a listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration is requesting Board Approval to issue payment:

Education Fund	$	3,398.25
Operations & Maintenance Fund		0.00
Debt Service Fund		0.00
Transporation Fund		146.76
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	3,545.01

At this time there is no Supplemental Accounts Payable Report for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Accounts Payable" which will include an additional listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration will request Board Approval to issue payment.

RECOMMENDATION
The Finance Committee recommend the Board of Education approve the Accounts Payable Report at the January 20, 2022 Regular Board meeting.

Huntley Community School District #158
Accounts Payable Report

Vendor Name	A.S.N.	Description		Amount	State Account Number
Allen, Jackelyn					
	10-1200-332-00-79-600-14	Travel Sp Ed		140.28	10-1200-332-00-79-600-14
			Total	$140.28	
del Castillo, Rocio					
	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		1,152.52	10-1800-410-82-79-605-14
	10-2210-430-82-71-300-14	ESL Prof Library		37.76	10-2210-430-82-71-300-14
			Total	$1,190.28	
DeYoung, Jamie					
	10-2210-640-92-79-605-14	IDEA Other Objects		225.00	10-2210-640-92-79-605-14
			Total	$225.00	
Escatel, Eduardo					
	10-2520-332-00-74-500-14	Travel Fiscal		26.88	10-2520-332-00-74-500-14
			Total	$26.88	
Filipek, Julie					
	10-2642-332-00-74-500-14	Travel Human Res		10.64	10-2642-332-00-74-500-14
			Total	$10.64	
Fitzgerald, Cynthia					
	10-1200-310-92-79-600-14	IDEA General Purchased Service		235.20	10-1200-310-92-79-600-14
	10-1500-332-00-71-300-13	Athletic Trips HS		862.40	10-1500-332-00-71-300-13
			Total	$1,097.60	
Gore, Rita					
	10-2520-332-00-74-500-14	Travel Fiscal		54.72	10-2520-332-00-74-500-14
			Total	$54.72	
Heinrich, Jennifer					
	40-2550-410-00-79	Office Supplies		50.00	40-2550-410-00-79
			Total	$50.00	
Hooper, Laura					
	40-2550-310-00-79	Prof & Tech Service Trans		20.00	40-2550-310-00-79
	40-2550-410-00-79	Office Supplies		76.76	40-2550-410-00-79
			Total	$96.76	
Kobrick, Dawn					
	10-1200-310-66-71-300-13	STEP Purchased Services		89.04	10-1200-310-66-71-300-13
			Total	$89.04	

Huntley Community School District #158
Accounts Payable Report

Vendor Name	A.S.N.	Description		Amount	State Account Number
Landvick, Matthew					
	10-1500-332-00-71-300-13	Athletic Trips HS		170.80	10-1500-332-00-71-300-13
			Total	$170.80	
Lombard, Jessica					
	10-2323-332-00-74-500-14	Associate Supt Travel		221.76	10-2323-332-00-74-500-14
			Total	$221.76	
Norton, Gina					
	10-1200-310-66-71-300-13	STEP Purchased Services		94.14	10-1200-310-66-71-300-13
			Total	$94.14	
Ovalle, Rosa					
	10-2560-410-00-74-150-13	Cafe Supplies Conley		47.99	10-2560-410-00-74-150-13
			Total	$47.99	
Shi, Haihong					
	10-2520-332-00-74-500-14	Travel Fiscal		29.12	10-2520-332-00-74-500-14
			Total	$29.12	
			Total	$3,545.01	

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 20, 2022

Subject: **Imprest Checks Issue**
Board of Education Meeting, January 20, 2022
Finance Committee

The following is an executive summary of the attached report titled "Imprest Checks Issued" which is a listing of payments made as of January 14, 2022 for which the Board had not previously approved purchase orders. Therefore, Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	$	57,491.93
Operations & Maintenance Fund		136,049.28
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		16.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	193,557.21

RECOMMENDATION
The Finance Committee recommend the Board of Education approve the Imprest Checks Issued Report at the January 20, 2022 Regular Board meeting.

Vendor Name / P.O. Number	Description	Amount	State Account Number
Accardi, David			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
		$92.00	
Adamik, Keith			
	Student Food Svc - Marlowe	17.05	10-1611-225
	Student Food Svc - HS	21.65	10-1611-305
		$38.70	
Adlai Stevenson High School			
	Conference Travel HS	300.00	10-1500-335-00-71-300-13
		$300.00	
Andrea, Nicholas			
	HS Parking Fee	100.00	10-1792
		$100.00	
Barger, Chad			
	Sports Officials Marlowe	92.00	10-1500-319-00-72-220-13
		$92.00	
Barnes, Theresa			
	Tuition Reimbursement	130.00	10-2310-230-00-74-500-14
	Tuition Reimbursement	130.00	10-2310-230-00-74-500-14
		$260.00	
Bieterman, Sean			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Billard, Holly			
	Fine Arts - HMS	40.00	10-1993-215
		$40.00	
Blair, Peter			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Bondi, Michael			
	Sports Officials HS	151.00	10-1500-319-00-71-300-13
		$151.00	
Boylan Catholic H.S.			
	Conference Travel HS	225.00	10-1500-335-00-71-300-13
	Sports Dues & Fees HS	225.00	10-1500-640-00-71-300-13
		$450.00	
Buckley, Tim			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$53.00	
Buffalo Grove H.S. c/o Athletics			
	Conference Travel HS	240.00	10-1500-335-00-71-300-13
	Conference Travel HS	200.00	10-1500-335-00-71-300-13
	Conference Travel HS	675.00	10-1500-335-00-71-300-13
		$1,115.00	
Burnett, Jeff			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$53.00	
Carl Sandburg HS			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Conference Travel HS	220.00	10-1500-335-00-71-300-13
		$220.00	
Castaneda, Roberto			
	Student Food Svc - HS	49.00	10-1611-305
		$49.00	
Central High School			
	Conference Travel HS	330.00	10-1500-335-00-71-300-13
	Conference Travel HS	650.00	10-1500-335-00-71-300-13
		$980.00	
Chupich, Jason			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
Clement, Earl			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
ComEd			
	Electric	18,264.43	20-2540-466-00-79
	Electric	16,750.72	20-2540-466-00-79
	Electric	26,777.60	20-2540-466-00-79
	Electric	23,581.34	20-2540-466-00-79
	Electric	17,815.37	20-2540-466-00-79
		$103,189.46	
Constellation NewEnergy			
	Natural Gas	16,863.69	20-2540-465-00-79
		$16,863.69	
Crystal Lake Central Science Olympiad			
	Activities Fees	200.00	10-1543-640-00-71-305-13
		$200.00	
Crystal Lake South HS c/o Athletics			
	Conference Travel HS	50.00	10-1500-335-00-71-300-13
		$50.00	
Cunningham, Eric			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Czamy, Walter			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
D158 LIGHT Program			
	STEP Supplies	949.01	10-1200-410-66-71-300-13
		$949.01	
Dargatz, Ken			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
DeKalb High School			
	Conference Travel HS	420.00	10-1500-335-00-71-300-13
		$420.00	
DeKalb High School			
	Conference Travel HS	400.00	10-1500-335-00-71-300-13

Vendor Name / P.O. Number	Description	Amount	State Account Number
		$400.00	
del Castillo, Rocio			
	Special Svcs Supplies	495.00	10-2213-410-00-79-600-14
	Special Svcs Supplies	59.90	10-2213-410-00-79-600-14
	ESL Prof Library	63.83	10-2210-430-82-71-300-14
		$618.73	
Deresinski, Mark			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$65.00	
Dundee Crown HS c/o Athletics			
	Conference Travel HS	975.00	10-1500-335-00-71-300-13
		$975.00	
Earle, John			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Evans, Kelvin			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
	Sports Officials HS	120.00	10-1500-319-00-71-300-13
		$187.00	
Everson, Jeff			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Evink, William			
	Sports Officials HS	120.00	10-1500-319-00-71-300-13
		$120.00	
Fajardo, Patrick			
	Sports Officials Marlowe	92.00	10-1500-319-00-72-220-13
		$92.00	
FFP Fund IV Lessee2 LLC			
	Electric	9,460.71	20-2540-466-00-79
		$9,460.71	
Foston, John			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
		$222.00	
Freeport High School			
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
		$250.00	
Gallagher, Dean			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Garrey, Scott			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Gende, Bob			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	92.00	10-1500-319-00-71-300-13

Vendor Name / P.O. Number	Description	Amount	State Account Number
		$145.00	
Glaser, John			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
Glenbard North HS % Athletics			
	Conference Travel HS	350.00	10-1500-335-00-71-300-13
		$350.00	
Glenbrook South High School			
	Conference Travel HS	200.00	10-1500-335-00-71-300-13
		$200.00	
Goraj, Timothy			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$237.00	
Granite City HS			
	Conference Travel HS	350.00	10-1500-335-00-71-300-13
		$350.00	
Grayslake Central HS c/o Athletics			
	Conference Travel HS	150.00	10-1500-335-00-71-300-13
	Conference Travel HS	150.00	10-1500-335-00-71-300-13
	Sports Dues & Fees HS	350.00	10-1500-640-00-71-300-13
		$650.00	
Grayslake North HS c/o Athletics			
	Conference Travel HS	370.00	10-1500-335-00-71-300-13
	Conference Travel HS	185.00	10-1500-335-00-71-300-13
	Conference Travel HS	300.00	10-1500-335-00-71-300-13
		$855.00	
Groot, Douglas			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
Hager, Joey			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$130.00	
Harlem High School			
	Conference Travel HS	300.00	10-1500-335-00-71-300-13
	Conference Travel HS	500.00	10-1500-335-00-71-300-13
		$800.00	
Harman, Matt			
	Sports Officials HS	151.00	10-1500-319-00-71-300-13
		$151.00	
Hermanson, Neal			
	Sports Officials HS	159.00	10-1500-319-00-71-300-13
		$159.00	
HESPA			
	HESPA Dues	4,352.18	10-462
	HESPA Dues	4,373.22	10-462
	HESPA Dues	4,435.55	10-462

Vendor Name / P.O. Number	Description	Amount	State Account Number
	HESPA Dues	4,421.78	10-462
	HESPA Dues	4,332.08	10-462
		$21,914.81	
Hodge, James			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$130.00	
Hoffman Estates HS			
	Conference Travel HS	250.00	10-1500-335-00-71-300-13
		$250.00	
Holling, Christopher			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Hononeagh High School c/o Athletics			
	Conference Travel HS	200.00	10-1500-335-00-71-300-13
		$200.00	
Jacobs High School c/o Athletics			
	Conference Travel HS	430.00	10-1500-335-00-71-300-13
		$430.00	
Jadeja, Ghanshyam			
	HS Parking Fee	100.00	10-1792
		$100.00	
Jefferson High School			
	Conference Travel HS	250.00	10-1500-335-00-71-300-13
		$250.00	
JF Consulting 12 - Assign			
	Sports Dues & Fees HS	175.50	10-1500-640-00-71-300-13
		$175.50	
Johnsburg High School			
	Conference Travel HS	400.00	10-1500-335-00-71-300-13
		$400.00	
Kalfas, Tom			
	Sports Officials HS	159.00	10-1500-319-00-71-300-13
		$159.00	
Kaneland High School			
	Conference Travel HS	200.00	10-1500-335-00-71-300-13
	Activities Fees	50.00	10-1543-640-00-71-305-13
		$250.00	
Karkow, Jim			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
	Sports Officials HS	159.00	10-1500-319-00-71-300-13
		$251.00	
Kastner, Nanette			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Kelm, John			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$53.00	

Vendor Name / P.O. Number	Description	Amount	State Account Number
Kesseler, Ken			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Khemjinda, Thanaphon			
	Student Food Svc - Leggee	102.80	10-1611-105
		$102.80	
Kielbasa, Joe			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$159.00	
Kienzle, Elizabeth			
	AP Payroll Net Checks	392.36	10-475
		$392.36	
Kneip, Denny			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
Kowalski, Michelle			
	Student Food Svc - HS	86.70	10-1611-305
		$86.70	
Lake In The Hills Sanitary District			
	Water/Sewer	216.00	20-2540-370-00-79
	Water/Sewer	(144.00)	20-2540-370-00-79
		$72.00	
Lakeman, James			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$171.00	
Laman, Mike			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Larue, Mark			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
		$92.00	
Lewellyn, Dana			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Lipscomb, Jeff			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Lopshire, Dave			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Lyman, Tim			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$65.00	
MacCrindle, Amy			
	Ed Tech Supplies	121.18	10-2212-490-00-74-500-14

Vendor Name / P.O. Number	Description	Amount	State Account Number
		$121.18	
Maine East High School			
	Conference Travel HS	100.00	10-1500-335-00-71-300-13
		$100.00	
Margiotta, Nicholas			
	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		$390.00	
Martin, Mike			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$53.00	
McClellan, Scott			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
McHenry High School West Campus			
	Conference Travel HS	315.00	10-1500-335-00-71-300-13
		$315.00	
McKay, George			
	Sports Officials Marlowe	92.00	10-1500-319-00-72-220-13
		$92.00	
McKenney, Joshua			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$150.00	
Metea Valley HS			
	Conference Travel HS	250.00	10-1500-335-00-71-300-13
		$250.00	
Minooka Community HS			
	Conference Travel HS	150.00	10-1500-335-00-71-300-13
		$150.00	
Miraglia-Tex, Jen			
	Student Food Svc - HS	40.25	10-1611-305
		$40.25	
Moeller, Dave			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
Montini Catholic			
	Conference Travel HS	225.00	10-1500-335-00-71-300-13
		$225.00	
Moore, Kirk			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Moriarty, Justin			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
		$92.00	
Murren, Jason			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$106.00	

Vendor Name / P.O. Number	Description	Amount	State Account Number
Natrop, Sam			
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$106.00	
NCPERS Group Life Ins			
	IMRF & SS (Board)	16.00	50-481
		$16.00	
Nuthalapati, Mahesh			
	Student Food Svc - Marlowe	33.15	10-1611-225
		$33.15	
Oak Park River Forest HS			
	Conference Travel HS	350.00	10-1500-335-00-71-300-13
	Conference Travel HS	350.00	10-1500-335-00-71-300-13
		$700.00	
Ochoa, Craig			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Orange, Christopher			
	Sports Officials Marlowe	92.00	10-1500-319-00-72-220-13
		$92.00	
Otterby, Jeffery			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Ouimette, Nicole			
	Fine Arts - HMS	20.00	10-1993-215
		$20.00	
Petersen, Matthew			
	Sports Officials HS	109.00	10-1500-319-00-71-300-13
		$109.00	
Pinter, William			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	159.00	10-1500-319-00-71-300-13
		$265.00	
Raymond, Daniel			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
Reedy, Jerry			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
	Sports Officials HS	106.00	10-1500-319-00-71-300-13
		$236.00	
Reynolds Club RC U of C Science Olympiad			
	Activities Fees	200.00	10-1543-640-00-71-305-13
		$200.00	
Rivers, Ryann			
	Fine Arts - HMS	5.00	10-1993-215
		$5.00	
Rockford Auburn High School			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Conference Travel HS	250.00	10-1500-335-00-71-300-13
	Conference Travel HS	600.00	10-1500-335-00-71-300-13
		$850.00	
Rockford East High School			
	Conference Travel HS	215.00	10-1500-335-00-71-300-13
		$215.00	
Rolling Meadows HS			
	Conference Travel HS	525.00	10-1500-335-00-71-300-13
		$525.00	
Ryan, Eric			
	Sports Officials HS	58.00	10-1500-319-00-71-300-13
		$58.00	
Saint Viator H.S. c/o Athletics			
	Conference Travel HS	250.00	10-1500-335-00-71-300-13
		$250.00	
Sandwich HS c/o Athletics			
	Conference Travel HS	200.00	10-1500-335-00-71-300-13
		$200.00	
Schaumburg HS			
	Conference Travel HS	200.00	10-1500-335-00-71-300-13
		$200.00	
Scheiblein, Austin			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$65.00	
Smigiel, Allan			
	Sports Officials HS	159.00	10-1500-319-00-71-300-13
		$159.00	
Smith, Erica			
	Fine Arts - HMS	20.00	10-1993-215
		$20.00	
Sobeski, Scott			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
South Elgin HS c/o Jane/Athletics			
	Conference Travel HS	200.00	10-1500-335-00-71-300-13
		$200.00	
Steen, Randy			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Stephan, Mark			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
		$118.00	
Stephenson, Michael			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
		$183.00	

Vendor Name / P.O. Number	Description	Amount	State Account Number
Stiff, Brady			
	Sports Officials HS	159.00	10-1500-319-00-71-300-13
		$159.00	
Sturm, Steven			
	AP Payroll Net Checks	125.00	10-475
		$125.00	
Sweitzer, Donna			
	AP Payroll Net Checks	76.94	10-475
		$76.94	
Taylor, David			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Terry, James			
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
		$92.00	
Thinnes, Roger			
	Sports Officials HS	120.00	10-1500-319-00-71-300-13
		$120.00	
Torres, Miguel			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Trewartha, Dave			
	Sports Officials HS	67.00	10-1500-319-00-71-300-13
		$67.00	
Trubitt, Randy			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$150.00	
United Way of McHenry Co			
	United Way Payable	11.43	10-498
	United Way Payable	11.43	10-498
	United Way Payable	11.43	10-498
	United Way Payable	11.43	10-498
	United Way Payable	11.43	10-498
		$57.15	
VILLAGE OF ALGONQUIN			
	Water/Sewer	940.86	20-2540-370-00-79
	Water/Sewer	10.00	20-2540-370-00-79
	Water/Sewer	925.60	20-2540-370-00-79
	Water/Sewer	1,154.50	20-2540-370-00-79
	Water/Sewer	299.94	20-2540-370-00-79
	Water/Sewer	1,093.46	20-2540-370-00-79
	Water/Sewer	10.00	20-2540-370-00-79
	Water/Sewer	803.52	20-2540-370-00-79
	Water/Sewer	925.60	20-2540-370-00-79
	Water/Sewer	299.94	20-2540-370-00-79
		$6,463.42	
Villareal, Juvier			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$65.00	

Vendor Name / P.O. Number	Description	Amount	State Account Number
Waddelow, Douglas			
	Sports Officials HS	159.00	10-1500-319-00-71-300-13
		$159.00	
Warren, Mike			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	159.00	10-1500-319-00-71-300-13
		$212.00	
Wauconda HS			
	Conference Travel HS	350.00	10-1500-335-00-71-300-13
		$350.00	
Wheaton North High School			
	Conference Travel HS	400.00	10-1500-335-00-71-300-13
		$400.00	
Wheaton Warrenville South HS			
	Conference Travel HS	430.00	10-1500-335-00-71-300-13
		$430.00	
White, Lou			
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$65.00	
Wilmot, Michael			
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials Heineman	65.00	10-1500-319-00-74-210-13
		$118.00	
Woodstock High School			
	Conference Travel HS	225.00	10-1500-335-00-71-300-13
		$225.00	
Woodstock North HS % Athletics			
	Conference Travel HS	225.00	10-1500-335-00-71-300-13
		$225.00	
WP Engine Inc			
0020221336	Newsletter Printing	6,804.00	10-2633-360-00-74-500-14
		$6,804.00	
Wyse, Erin			
	Student Food Svc - HS	36.65	10-1611-305
		$36.65	
Zeman, David			
	Sports Officials Marlowe	65.00	10-1500-319-00-72-220-13
	Sports Officials HS	53.00	10-1500-319-00-71-300-13
	Sports Officials HS	92.00	10-1500-319-00-71-300-13
	Sports Officials HS	159.00	10-1500-319-00-71-300-13
		$369.00	
	Report Total	$193,557.21	

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 20, 2022

Subject: **Disbursements Issued**
Board of Education Meeting, January 20, 2022
Finance Committee

The following is an executive summary of the attached report titled "Disbursements Issued" which is a listing of disbursements issued from November 29, 2021 to January 14, 2022.

Education Fund	$	9,950,685.87
Operations & Maintenance Fund		776,610.60
Debt Service Fund		8,042,955.50
Transporation Fund		143,486.18
Municipal Retirement and Social Security Fund		413,374.89
Capital Projects Fund		459,792.25
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	19,786,905.29

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Disbursements Issued Report at the January 20, 2022 Regular Board meeting.

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
1ST Ayd Corporation								
	60178	12/10/2021	40-2554-410-00-79	Fleet Supplies		516.75	0022110677	40-2554-410-00-79
	60344	12/17/2021	40-2554-410-00-79	Fleet Supplies		616.71	0020221414	40-2554-410-00-79
					Total	$1,133.46		
ABM Industry Groups LLC								
	60179	12/10/2021	20-2542-310-00-79	Custodial Contract Service		166,864.73	0022120207	20-2542-310-00-79
	60507	12/29/2021	20-2542-319-00-79-605-14	Contractual Cust. Replacement		1,250.00	0022090227	20-2542-319-00-79-605-14
	60507	12/29/2021	20-2542-319-00-79-605-14	Contractual Cust. Replacement		889.75	0022120227	20-2542-319-00-79-605-14
	60507	12/29/2021	20-2542-319-00-79-605-14	Contractual Cust. Replacement		1,250.00	0022110227	20-2542-319-00-79-605-14
	60507	12/29/2021	20-2542-319-00-79-605-14	Contractual Cust. Replacement		1,250.00	0022100227	20-2542-319-00-79-605-14
	60561	1/7/2022	20-2542-310-00-79	Custodial Contract Service		160,174.30	0022010207	20-2542-310-00-79
					Total	$331,678.78		
Accardi, David								
	60180	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		92.00		10-1500-319-00-71-300-13
					Total	$92.00		
Accountable Healthcare Staffing Inc								
	60345	12/17/2021	10-2140-310-00-79-600-14	Psychological Services		8,604.00	0022110637	10-2140-310-00-79-600-14
	60508	12/29/2021	10-2140-310-00-79-600-14	Psychological Services		2,314.40	0022120637	10-2140-310-00-79-600-14
	60649	1/14/2022	10-2140-310-00-79-600-14	Psychological Services		2,868.00	0022120637	10-2140-310-00-79-600-14
					Total	$13,786.40		
Acutrans								
	60346	12/17/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		227.50	0020221317	10-1200-310-92-79-600-14
					Total	$227.50		
Adamik, Keith								
	60181	12/10/2021	10-1611-225	Student Food Svc - Marlowe		17.05		10-1611-225
	60181	12/10/2021	10-1611-305	Student Food Svc - HS		21.65		10-1611-305
					Total	$38.70		
Adelante Educational Specialist Group								
	60347	12/17/2021	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs		7,500.00	0020221308	10-2210-310-84-79-605-14
					Total	$7,500.00		
Adlai Stevenson High School								
	60182	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		300.00		10-1500-335-00-71-300-13
					Total	$300.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
ADP LLC								
	60509	12/29/2021	10-2520-310-00-74-500-14	Prof & Tech Fiscal		7,379.26	0022110437	10-2520-310-00-74-500-14
	60562	1/7/2022	10-1100-220-00-79-600-14	Regular Programs Insurance		1,700.85	0022120337	10-1100-220-00-79-600-14
	60562	1/7/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal		19,546.49	0022120437	10-2520-310-00-74-500-14
	60650	1/14/2022	10-1100-220-00-79-600-14	Regular Programs Insurance		1,732.77	0022010337	10-1100-220-00-79-600-14
	60650	1/14/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal		17,684.55	0022010437	10-2520-310-00-74-500-14
					Total	$48,043.92		
ADP Net Pay Wires								
	2021121101	12/10/2021	10103	Payroll Education Fund		2,141,259.50		10103
	2021122601	12/25/2021	10103	Payroll Education Fund		2,085,058.38		10103
					Total	$4,226,317.88		
ADP Tax Wires								
	2021121001	12/10/2021	10-2523-319-00-79-600-14	Banking Fees		-0.47		10-2523-319-00-79-600-14
	2021121001	12/10/2021	10452	FED W/H Taxes Payable		235,587.01		10452
	2021121001	12/10/2021	10453	State W/H Taxes Payable		124,659.50		10453
	2021121001	12/10/2021	10458	Family Services		1,119.36		10458
	2021121001	12/10/2021	10464	Medicare		40,784.46		10464
	2021121001	12/10/2021	10470	Social Security - ER Payable		39,428.14		10470
	2021121001	12/10/2021	10471	Medicare - EE Payable		40,784.20		10471
	2021121001	12/10/2021	10472	Social Security - EE		39,428.00		10472
	2021121001	12/10/2021	10473	State Withholding - WI		2,234.37		10473
	2021121001	12/10/2021	10475	AP Payroll Net Checks		-1,389.39		10475
	2021121001	12/10/2021	10478	HSA Payable		2,140.50		10478
	2021122501	12/25/2021	10-2523-319-00-79-600-14	Banking Fees		-0.19		10-2523-319-00-79-600-14
	2021122501	12/25/2021	10403	Garnish		440.92		10403
	2021122501	12/25/2021	10452	FED W/H Taxes Payable		239,120.89		10452
	2021122501	12/25/2021	10453	State W/H Taxes Payable		120,866.32		10453
	2021122501	12/25/2021	10458	Family Services		1,119.36		10458
	2021122501	12/25/2021	10464	Medicare		39,784.97		10464
	2021122501	12/25/2021	10470	Social Security - ER Payable		33,408.81		10470
	2021122501	12/25/2021	10471	Medicare - EE Payable		39,784.76		10471
	2021122501	12/25/2021	10472	Social Security - EE		33,408.66		10472
	2021122501	12/25/2021	10473	State Withholding - WI		3,092.53		10473
	2021122501	12/25/2021	10478	HSA Payable		2,140.50		10478
					Total	$1,037,943.21		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Advance Auto Parts								
	60348	12/17/2021	40-2554-410-00-79	Fleet Supplies		689.47	0022110717	40-2554-410-00-79
	60348	12/17/2021	40-2554-410-00-79	Fleet Supplies		62.64	0022090717	40-2554-410-00-79
	60348	12/17/2021	40-2554-410-00-79	Fleet Supplies		-58.98	0022100717	40-2554-410-00-79
	60563	1/7/2022	40-2554-410-00-79	Fleet Supplies		207.49	0022120717	40-2554-410-00-79
					Total	$900.62		
Advantage Behavioral Health								
	60349	12/17/2021	10-2510-220-00-79-600-14	Direction of Business Serv Ins		2,955.00	0020221309	10-2510-220-00-79-600-14
	60349	12/17/2021	10-2510-220-00-79-600-14	Direction of Business Serv Ins		2,955.00	0020221580	10-2510-220-00-79-600-14
					Total	$5,910.00		
Advantage Mechanical Inc								
	60564	1/7/2022	20-2542-323-00-79	Repairs & Maint Buildings		508.00	0022110027	20-2542-323-00-79
	60564	1/7/2022	20-2542-390-00-79	Other Purchased Service		4,695.96	0022120317	20-2542-390-00-79
					Total	$5,203.96		
AFLAC Group								
	60096	12/3/2021	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		4,090.68	0022110427	10-2310-220-00-79-600-14
	60651	1/14/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		3,890.68	0022010427	10-2310-220-00-79-600-14
					Total	$7,981.36		
Ahmed, Mobashir								
	42182	11/30/2021	10-1611-305	Student Food Svc - HS		-8.85		10-1611-305
					Total	($8.85)		
AIA Services CDM Promotions								
	60097	12/3/2021	10-1120-410-00-72-220-13	Inst Supplies Marlowe		4,781.25	0020220559	10-1120-410-00-72-220-13
	60097	12/3/2021	10-1200-410-00-79-600-14	Supplies Sp Ed		4,910.00	0020221354	10-1200-410-00-79-600-14
					Total	$9,691.25		
Air Products Equipment Co								
	60350	12/17/2021	20-2542-410-00-79	Supplies B & G		470.00	0020221376	20-2542-410-00-79
					Total	$470.00		
Airgas USA LLC								
	60565	1/7/2022	20-2542-410-00-79	Supplies B & G		76.74	0022100237	20-2542-410-00-79
	60565	1/7/2022	20-2542-410-00-79	Supplies B & G		446.93	0022110237	20-2542-410-00-79
					Total	$523.67		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Alboum & Associates LLC								
	60098	12/3/2021	10-2213-310-00-79-600-14	Special Svcs Pur Svc		16.96	0020221260	10-2213-310-00-79-600-14
	60183	12/10/2021	10-2213-310-00-79-600-14	Special Svcs Pur Svc		82.56	0020220808	10-2213-310-00-79-600-14
	60183	12/10/2021	10-2213-310-00-79-600-14	Special Svcs Pur Svc		37.12	0020221115	10-2213-310-00-79-600-14
	60183	12/10/2021	10-2213-310-00-79-600-14	Special Svcs Pur Svc		115.04	0020220855	10-2213-310-00-79-600-14
	60351	12/17/2021	10-2213-310-00-79-600-14	Special Svcs Pur Svc		16.56	0020221377	10-2213-310-00-79-600-14
	60351	12/17/2021	10-2213-310-00-79-600-14	Special Svcs Pur Svc		40.80	0020221603	10-2213-310-00-79-600-14
	60351	12/17/2021	10-2213-310-00-79-600-14	Special Svcs Pur Svc		54.56	0020221314	10-2213-310-00-79-600-14
					Total	$363.60		
Alexander Leigh Center for Autism								
	60099	12/3/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		37,797.12	0022111617	10-4220-670-00-79-600-14
	60566	1/7/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		27,297.92	0022121617	10-4220-670-00-79-600-14
					Total	$65,095.04		
Allstar Drapery & Window Treatment Co								
	60184	12/10/2021	20-2542-410-00-79	Supplies B & G		155.00	0020220338	20-2542-410-00-79
					Total	$155.00		
Alpha Baking Company Inc								
	60185	12/10/2021	10-2560-415-00-71-100-13	Cafe Food Leggee		170.62	0022111077	10-2560-415-00-71-100-13
	60185	12/10/2021	10-2560-415-00-71-300-13	Cafe Food HS		2,151.71	0022111087	10-2560-415-00-71-300-13
	60185	12/10/2021	10-2560-415-00-72-110-13	Cafe Food Chesak		171.69	0022111097	10-2560-415-00-72-110-13
	60185	12/10/2021	10-2560-415-00-72-120-13	Cafe Food Martin		204.06	0022111107	10-2560-415-00-72-120-13
	60185	12/10/2021	10-2560-415-00-72-220-13	Cafe Food Marlowe		238.89	0022111117	10-2560-415-00-72-220-13
	60185	12/10/2021	10-2560-415-00-74-140-13	Cafe Food Mackeben		129.57	0022111127	10-2560-415-00-74-140-13
	60185	12/10/2021	10-2560-415-00-74-150-13	Cafe Food Conley		153.35	0022111137	10-2560-415-00-74-150-13
	60185	12/10/2021	10-2560-415-00-74-210-13	Cafe Food Heineman		432.26	0022111147	10-2560-415-00-74-210-13
	60567	1/7/2022	10-2560-415-00-71-100-13	Cafe Food Leggee		132.29	0022121077	10-2560-415-00-71-100-13
	60567	1/7/2022	10-2560-415-00-71-300-13	Cafe Food HS		1,005.61	0022121087	10-2560-415-00-71-300-13
	60567	1/7/2022	10-2560-415-00-72-110-13	Cafe Food Chesak		43.62	0022121097	10-2560-415-00-72-110-13
	60567	1/7/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe		207.86	0022121117	10-2560-415-00-72-220-13
	60567	1/7/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben		80.03	0022121127	10-2560-415-00-74-140-13
	60567	1/7/2022	10-2560-415-00-74-150-13	Cafe Food Conley		111.18	0022121137	10-2560-415-00-74-150-13
	60567	1/7/2022	10-2560-415-00-74-210-13	Cafe Food Heineman		262.52	0022121147	10-2560-415-00-74-210-13
					Total	$5,495.26		
Altmayer, Mark								
	60301	12/17/2021	10-2520-332-00-74-500-14	Travel Fiscal		706.44		10-2520-332-00-74-500-14
	60301	12/17/2021	10-2520-410-00-74-500-14	Supplies Fiscal		62.72		10-2520-410-00-74-500-14
					Total	$769.16		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
American Backflow & Fire Prevention								
	60568	1/7/2022	20-2542-323-00-79	Repairs & Maint Buildings		1,250.00	0020221535	20-2542-323-00-79
	60568	1/7/2022	20-2542-323-00-79	Repairs & Maint Buildings		955.00	0020221505	20-2542-323-00-79
	60568	1/7/2022	20-2542-323-00-79	Repairs & Maint Buildings		635.95	0020221504	20-2542-323-00-79
					Total	$2,840.95		
AmeriGas								
	60352	12/17/2021	40-2552-461-00-79	Propane		1,027.92	0020221574	40-2552-461-00-79
	60352	12/17/2021	40-2552-461-00-79	Propane		4,623.59	0020221561	40-2552-461-00-79
	60352	12/17/2021	40-2552-461-00-79	Propane		784.20	0020221416	40-2552-461-00-79
	60352	12/17/2021	40-2552-461-00-79	Propane		6,074.60	0020221415	40-2552-461-00-79
					Total	$12,510.31		
Amita GlenOaks School								
	60100	12/3/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		3,938.40	0022100647	10-4220-670-00-79-600-14
	60186	12/10/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		3,741.48	0022110647	10-4220-670-00-79-600-14
	60569	1/7/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		2,559.96	0022120647	10-4220-670-00-79-600-14
					Total	$10,239.84		
Anderson Lock Co Inc								
	992200147	12/3/2021	20-2542-410-00-79	Supplies B & G		224.20	0022100087	20-2542-410-00-79
	992200178	1/7/2022	20-2542-410-00-79	Supplies B & G		574.52	0022120087	20-2542-410-00-79
	992200186	1/14/2022	20-2542-323-00-79	Repairs & Maint Buildings		2,976.00	0020221335	20-2542-323-00-79
	992200186	1/14/2022	20-2542-323-00-79	Repairs & Maint Buildings		2,976.00	0020221363	20-2542-323-00-79
					Total	$6,750.72		
Anderson Pest Solutions								
	60353	12/17/2021	20-2542-321-00-79	Sanitation/Exterminating		554.47	0022120037	20-2542-321-00-79
					Total	$554.47		
Andrea, Nicholas								
	60510	12/29/2021	10-1792	HS Parking Fee		100.00		10-1792
					Total	$100.00		
AnthroMed LLC								
	60354	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		3,104.25	0020221444	10-1101-310-00-79-605-14
	60354	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		1,281.76	0020221571	10-1101-310-00-79-605-14
	60354	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		2,783.81	0020221350	10-1101-310-00-79-605-14
	60354	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		3,104.25	0020221599	10-1101-310-00-79-605-14
	60354	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		1,862.55	0020221507	10-1101-310-00-79-605-14
					Total	$12,136.62		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Applied Maintenance								
	60187	12/10/2021	40-2554-410-00-79	Fleet Supplies		391.07	0022080807	40-2554-410-00-79
					Total	$391.07		
Aramark Refreshment Services								
	60355	12/17/2021	10-1110-323-00-72-120-13	Repairs Martin		50.94	0020221318	10-1110-323-00-72-120-13
	60355	12/17/2021	10-1110-323-00-72-120-13	Repairs Martin		69.66	0020221320	10-1110-323-00-72-120-13
	60355	12/17/2021	10-1110-323-00-72-120-13	Repairs Martin		154.35	0020221319	10-1110-323-00-72-120-13
					Total	$274.95		
Argall, Mary								
	60570	1/7/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman		17.88		10-2560-410-00-74-210-13
	60570	1/7/2022	10-2561-332-00-79-605-14	Dir Food Service Travel		114.24		10-2561-332-00-79-605-14
					Total	$132.12		
Associated Electrical Contractors								
	60188	12/10/2021	20-2542-323-00-79	Repairs & Maint Buildings		607.50	0022100057	20-2542-323-00-79
	60188	12/10/2021	20-2542-323-00-79	Repairs & Maint Buildings		1,360.00	0020220962	20-2542-323-00-79
	60511	12/29/2021	20-2542-323-00-79	Repairs & Maint Buildings		1,270.00	0020221466	20-2542-323-00-79
					Total	$3,237.50		
AT&T								
	60356	12/17/2021	20-2540-340-00-79	Telephone - Districtwide		2,857.34	0020221468	20-2540-340-00-79
	60571	1/7/2022	20-2540-340-00-79	Telephone - Districtwide		3,244.47	0022120327	20-2540-340-00-79
	60571	1/7/2022	20-2540-340-00-79	Telephone - Districtwide		2,007.22	0022010327	20-2540-340-00-79
					Total	$8,109.03		
AT&T 5080								
	60101	12/3/2021	20-2540-340-00-79	Telephone - Districtwide		504.46	0022110347	20-2540-340-00-79
	60101	12/3/2021	20-2540-340-00-79	Telephone - Districtwide		57.08	0022100347	20-2540-340-00-79
	60512	12/29/2021	20-2540-340-00-79	Telephone - Districtwide		380.96	0022120347	20-2540-340-00-79
	60572	1/7/2022	20-2540-340-00-79	Telephone - Districtwide		168.38	0022120347	20-2540-340-00-79
					Total	$1,110.88		
Atchley, Julie								
	60302	12/17/2021	10-1130-332-00-71-300-13	Teacher Travel HS		64.18		10-1130-332-00-71-300-13
					Total	$64.18		
Atkins, Anna								
	36690	11/30/2021	10-1611-105	Student Food Svc - Leggee		-8.30		10-1611-105
					Total	($8.30)		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Autism Products								
	60102	12/3/2021	10-1200-410-92-79-600-14	IDEA Instructional Supplies		92.85	0020221186	10-1200-410-92-79-600-14
					Total	$92.85		
Auto Tech Centers Inc								
	992200160	12/17/2021	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance		599.19	0020221372	20-2545-323-00-79-600-14
					Total	$599.19		
Avina, Armando								
	37367	11/30/2021	10-1100-323-00-79-600-14	1:1 Repairs		-33.25		10-1100-323-00-79-600-14
					Total	($33.25)		
Bagby, Meghan								
	60573	1/7/2022	10-2310-230-00-74-500-14	Tuition Reimbursement		960.00		10-2310-230-00-74-500-14
					Total	$960.00		
Ballard & Tighe Publishers								
	60357	12/17/2021	10-2213-490-00-79-600-14	Special Svcs Testing/Assessments		437.80	0020221315	10-2213-490-00-79-600-14
					Total	$437.80		
Barger, Chad								
	60189	12/10/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		92.00		10-1500-319-00-72-220-13
					Total	$92.00		
Barnes, Theresa								
	57775	12/1/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		-260.00		10-2310-230-00-74-500-14
	60103	12/3/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		260.00		10-2310-230-00-74-500-14
					Total	$0.00		
Barr Mechanical Sales Inc								
	60358	12/17/2021	20-2542-410-00-79	Supplies B & G		306.77	0020221361	20-2542-410-00-79
					Total	$306.77		
Belin, Marcus								
	60303	12/17/2021	10-2410-332-00-71-300-13	Prin Travel HS		670.88		10-2410-332-00-71-300-13
					Total	$670.88		
Bell, Daniel								
	60652	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		92.00		10-1500-319-00-71-300-13
					Total	$92.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Benchmark Education Company								
	60104	12/3/2021	10-1100-421-00-74-500-14	Materials K-12		775.50	0020221134	10-1100-421-00-74-500-14
	60359	12/17/2021	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		2,101.00	0020221316	10-1800-410-82-79-605-14
	60574	1/7/2022	10-1100-421-00-74-500-14	Materials K-12		4,587.00	0020221411	10-1100-421-00-74-500-14
	60574	1/7/2022	10-1100-490-57-79-600-14	ESSER II Supplies		103,304.63	0020221008	10-1100-490-57-79-600-14
					Total	$110,768.13		
Benefitfocus.com Inc								
	2021011300	11/30/2021	10477	Flex Plan		11,274.83		10477
	2021012310	12/31/2021	10477	Flex Plan		19,770.82		10477
					Total	$31,045.65		
Bentley, Eric								
	39566	11/30/2021	10-1120-399-00-72-220-13	Student Field Trips		-100.00		10-1120-399-00-72-220-13
					Total	($100.00)		
Bieterman, Sean								
	60513	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Bilingual Educational Specialists Inc								
	60360	12/17/2021	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv		750.00	0020221324	10-2150-310-92-79-600-14
					Total	$750.00		
Billard, Holly								
	60105	12/3/2021	10-1993-215	Fine Arts - HMS		40.00		10-1993-215
					Total	$40.00		
Biology Products								
	60106	12/3/2021	10-1130-410-13-71-300-13	Science Supplies HS		462.43	0020221266	10-1130-410-13-71-300-13
					Total	$462.43		
Blair, Peter								
	60514	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Bley, Lindsay								
	60575	1/7/2022	10-2210-640-92-79-605-14	IDEA Other Objects		225.00		10-2210-640-92-79-605-14
					Total	$225.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Blick Art Materials								
	992200161	12/17/2021	10-1120-410-02-72-220-13	Art Supplies Marlowe		549.20	0020221379	10-1120-410-02-72-220-13
	992200161	12/17/2021	10-1120-410-02-72-220-13	Art Supplies Marlowe		532.22	0020221378	10-1120-410-02-72-220-13
	992200179	1/7/2022	10-1110-410-02-72-120-13	Art Supplies Martin		94.75	0020220858	10-1110-410-02-72-120-13
	992200179	1/7/2022	10-1130-410-02-71-300-13	Art Supplies HS		-6.96	0020220128	10-1130-410-02-71-300-13
					Total	$1,169.21		
Blu Petroleum								
	60107	12/3/2021	40-2552-464-00-79	Diesel/Gasoline		125.00	0022080827	40-2552-464-00-79
	60190	12/10/2021	40-2552-464-00-79	Diesel/Gasoline		24,707.46	0022110827	40-2552-464-00-79
	60190	12/10/2021	40-2552-464-00-79	Diesel/Gasoline		1,460.10	0022101647	40-2552-464-00-79
	60190	12/10/2021	40-2552-464-00-79	Diesel/Gasoline		1,023.09	0022081647	40-2552-464-00-79
	60361	12/17/2021	40-2552-464-00-79	Diesel/Gasoline		16,729.95	0022100827	40-2552-464-00-79
	60361	12/17/2021	40-2552-464-00-79	Diesel/Gasoline		736.71	0022111647	40-2552-464-00-79
	60576	1/7/2022	40-2552-464-00-79	Diesel/Gasoline		2,343.06	0022100827	40-2552-464-00-79
	60576	1/7/2022	40-2552-464-00-79	Diesel/Gasoline		1,300.50	0022111647	40-2552-464-00-79
	60576	1/7/2022	40-2552-464-00-79	Diesel/Gasoline		7,717.49	0022120827	40-2552-464-00-79
					Total	$56,143.36		
Blue Cross Blue Shield								
	2021110407	11/30/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		528,482.43	0022100417	10-1100-220-00-79-600-14
	2021121007	12/10/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		150,068.56	0022120417	10-1100-220-00-79-600-14
	2021121007	12/10/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		568,714.14	0022110417	10-1100-220-00-79-600-14
	2021122307	12/23/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		341,422.14	0022120417	10-1100-220-00-79-600-14
					Total	$1,588,687.27		
Blummer, Tom								
	40978	11/30/2021	10-1811-305	Registration Fee HS		-20.00		10-1811-305
					Total	($20.00)		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
BMO Mastercard							
	2021122010	12/29/2021	10-1100-410-56-79-605-14	RtI Materials	291.60	0020221521	10-1100-410-56-79-605-14
	2021122010	12/29/2021	10-1100-410-56-79-605-14	RtI Materials	120.00	0020221517	10-1100-410-56-79-605-14
	2021122010	12/29/2021	10-1100-421-00-74-500-14	Materials K-12	252.00	0020221518	10-1100-421-00-74-500-14
	2021122010	12/29/2021	10-1100-421-00-74-500-14	Materials K-12	743.64	0020221517	10-1100-421-00-74-500-14
	2021122010	12/29/2021	10-1100-421-00-74-500-14	Materials K-12	202.10	0020221521	10-1100-421-00-74-500-14
	2021122010	12/29/2021	10-1100-421-00-74-500-14	Materials K-12	979.74	0020221476	10-1100-421-00-74-500-14
	2021122010	12/29/2021	10-1100-421-00-74-500-14	Materials K-12	1,292.54	0020221386	10-1100-421-00-74-500-14
	2021122010	12/29/2021	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	975.00	0020221528	10-1110-323-00-71-100-13
	2021122010	12/29/2021	10-1110-323-00-74-140-13	Repairs & Maintenance Mackeben	121.40	0020221401	10-1110-323-00-74-140-13
	2021122010	12/29/2021	10-1110-323-00-74-140-13	Repairs & Maintenance Mackeben	41.98	0020221435	10-1110-323-00-74-140-13
	2021122010	12/29/2021	10-1110-410-00-71-100-13	Inst Supplies Leggee	157.34	0020221396	10-1110-410-00-71-100-13
	2021122010	12/29/2021	10-1110-410-00-71-100-13	Inst Supplies Leggee	100.13	0020221431	10-1110-410-00-71-100-13
	2021122010	12/29/2021	10-1110-410-00-71-100-13	Inst Supplies Leggee	87.31	0020221485	10-1110-410-00-71-100-13
	2021122010	12/29/2021	10-1110-410-00-71-100-13	Inst Supplies Leggee	168.87	0020221528	10-1110-410-00-71-100-13
	2021122010	12/29/2021	10-1110-410-00-72-110-13	Inst Supplies Chesak	128.94	0020221428	10-1110-410-00-72-110-13
	2021122010	12/29/2021	10-1110-410-00-72-110-13	Inst Supplies Chesak	178.11	0020221483	10-1110-410-00-72-110-13
	2021122010	12/29/2021	10-1110-410-00-72-110-13	Inst Supplies Chesak	49.50	0020221525	10-1110-410-00-72-110-13
	2021122010	12/29/2021	10-1110-410-00-72-110-13	Inst Supplies Chesak	1,348.11	0020221393	10-1110-410-00-72-110-13
	2021122010	12/29/2021	10-1110-410-00-72-120-13	Inst Supplies Martin	1,184.46	0020221392	10-1110-410-00-72-120-13
	2021122010	12/29/2021	10-1110-410-00-72-120-13	Inst Supplies Martin	264.41	0020221427	10-1110-410-00-72-120-13
	2021122010	12/29/2021	10-1110-410-00-72-120-13	Inst Supplies Martin	69.21	0020221524	10-1110-410-00-72-120-13
	2021122010	12/29/2021	10-1110-410-00-72-120-13	Inst Supplies Martin	1,045.16	0020221482	10-1110-410-00-72-120-13
	2021122010	12/29/2021	10-1110-410-00-74-140-13	Inst Supplies Mackeben	8.00	0020221401	10-1110-410-00-74-140-13
	2021122010	12/29/2021	10-1110-410-00-74-140-13	Inst Supplies Mackeben	7.84	0020221495	10-1110-410-00-74-140-13
	2021122010	12/29/2021	10-1110-410-00-74-140-13	Inst Supplies Mackeben	122.45	0020221532	10-1110-410-00-74-140-13
	2021122010	12/29/2021	10-1110-410-00-74-150-13	Inst Supplies Conley	84.07	0020221527	10-1110-410-00-74-150-13
	2021122010	12/29/2021	10-1110-410-00-74-150-13	Inst Supplies Conley	11.47	0020221495	10-1110-410-00-74-150-13
	2021122010	12/29/2021	10-1110-410-00-74-150-13	Inst Supplies Conley	323.42	0020221395	10-1110-410-00-74-150-13
	2021122010	12/29/2021	10-1110-410-02-71-100-13	Art Supplies Leggee	62.23	0020221396	10-1110-410-02-71-100-13
	2021122010	12/29/2021	10-1110-410-02-71-100-13	Art Supplies Leggee	436.38	0020221431	10-1110-410-02-71-100-13
	2021122010	12/29/2021	10-1110-410-02-72-110-13	Art Supplies Chesak	285.66	0020221393	10-1110-410-02-72-110-13
	2021122010	12/29/2021	10-1110-410-02-72-120-13	Art Supplies Martin	63.36	0020221524	10-1110-410-02-72-120-13
	2021122010	12/29/2021	10-1110-410-02-72-120-13	Art Supplies Martin	6.40	0020221392	10-1110-410-02-72-120-13
	2021122010	12/29/2021	10-1110-410-12-74-150-13	Conley Music Supplies	99.90	0020221495	10-1110-410-12-74-150-13
	2021122010	12/29/2021	10-1120-332-00-72-220-13	Teacher Travel Marlowe	150.00	0020221529	10-1120-332-00-72-220-13
	2021122010	12/29/2021	10-1120-332-00-72-220-13	Teacher Travel Marlowe	100.00	0020221486	10-1120-332-00-72-220-13
	2021122010	12/29/2021	10-1120-410-00-72-220-13	Inst Supplies Marlowe	334.01	0020221486	10-1120-410-00-72-220-13
	2021122010	12/29/2021	10-1120-410-00-72-220-13	Inst Supplies Marlowe	70.64	0020221397	10-1120-410-00-72-220-13

Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2021122010	12/29/2021	10-1120-410-00-74-210-13	Inst Supplies Heineman	482.54	0020221481	10-1120-410-00-74-210-13
	2021122010	12/29/2021	10-1120-410-00-74-210-13	Inst Supplies Heineman	178.05	0020221391	10-1120-410-00-74-210-13
	2021122010	12/29/2021	10-1120-410-00-74-210-13	Inst Supplies Heineman	18.38	0020221426	10-1120-410-00-74-210-13
	2021122010	12/29/2021	10-1120-410-00-74-210-13	Inst Supplies Heineman	67.97	0020221523	10-1120-410-00-74-210-13
	2021122010	12/29/2021	10-1120-410-02-74-210-13	Art Supplies Heineman	514.27	0020221426	10-1120-410-02-74-210-13
	2021122010	12/29/2021	10-1120-410-02-74-210-13	Art Supplies Heineman	55.82	0020221523	10-1120-410-02-74-210-13
	2021122010	12/29/2021	10-1120-410-02-74-210-13	Art Supplies Heineman	44.12	0020221481	10-1120-410-02-74-210-13
	2021122010	12/29/2021	10-1120-410-02-74-210-13	Art Supplies Heineman	25.63	0020221391	10-1120-410-02-74-210-13
	2021122010	12/29/2021	10-1120-410-06-74-210-13	Foreign Lang Supplies Heineman	164.10	0020221426	10-1120-410-06-74-210-13
	2021122010	12/29/2021	10-1120-410-06-74-210-13	Foreign Lang Supplies Heineman	74.99	0020221481	10-1120-410-06-74-210-13
	2021122010	12/29/2021	10-1120-410-09-72-220-13	Home Ec Marlowe	38.32	0020221432	10-1120-410-09-72-220-13
	2021122010	12/29/2021	10-1120-410-09-72-220-13	Home Ec Marlowe	15.76	0020221397	10-1120-410-09-72-220-13
	2021122010	12/29/2021	10-1120-410-09-72-220-13	Home Ec Marlowe	129.39	0020221529	10-1120-410-09-72-220-13
	2021122010	12/29/2021	10-1120-410-09-74-210-13	Home Ec Heineman	157.90	0020221481	10-1120-410-09-74-210-13
	2021122010	12/29/2021	10-1120-410-09-74-210-13	Home Ec Heineman	164.54	0020221426	10-1120-410-09-74-210-13
	2021122010	12/29/2021	10-1120-410-09-74-210-13	Home Ec Heineman	171.20	0020221391	10-1120-410-09-74-210-13
	2021122010	12/29/2021	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	99.62	0020221426	10-1120-410-12-74-210-13
	2021122010	12/29/2021	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	48.99	0020221391	10-1120-410-12-74-210-13
	2021122010	12/29/2021	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	118.60	0020221529	10-1120-410-13-72-220-06
	2021122010	12/29/2021	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	286.83	0020221486	10-1120-410-13-72-220-06
	2021122010	12/29/2021	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	286.32	0020221432	10-1120-410-13-72-220-06
	2021122010	12/29/2021	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	144.62	0020221486	10-1120-410-13-72-220-07
	2021122010	12/29/2021	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	486.26	0020221432	10-1120-410-13-72-220-07
	2021122010	12/29/2021	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	156.60	0020221529	10-1120-410-13-72-220-08
	2021122010	12/29/2021	10-1120-410-13-74-210-06	Heineman Science Supplies 6	192.08	0020221426	10-1120-410-13-74-210-06
	2021122010	12/29/2021	10-1120-410-13-74-210-07	Heineman Science Supplies 7	178.72	0020221426	10-1120-410-13-74-210-07
	2021122010	12/29/2021	10-1120-410-13-74-210-07	Heineman Science Supplies 7	37.55	0020221481	10-1120-410-13-74-210-07
	2021122010	12/29/2021	10-1120-410-22-72-220-13	Tech Lab Supplies Marlowe	89.95	0020221397	10-1120-410-22-72-220-13
	2021122010	12/29/2021	10-1120-410-22-72-220-13	Tech Lab Supplies Marlowe	35.97	0020221529	10-1120-410-22-72-220-13
	2021122010	12/29/2021	10-1120-410-50-74-210-13	PE Supplies Heineman	210.00	0020221481	10-1120-410-50-74-210-13
	2021122010	12/29/2021	10-1120-410-80-72-220-13	PBIS	16.99	0020221486	10-1120-410-80-72-220-13
	2021122010	12/29/2021	10-1120-410-80-72-220-13	PBIS	131.08	0020221397	10-1120-410-80-72-220-13
	2021122010	12/29/2021	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	170.10	0020221397	10-1120-490-00-72-220-13
	2021122010	12/29/2021	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	22.60	0020221486	10-1120-490-00-72-220-13
	2021122010	12/29/2021	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	78.86	0020221432	10-1120-490-00-72-220-13
	2021122010	12/29/2021	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	279.63	0020221486	10-1120-490-02-72-220-13
	2021122010	12/29/2021	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	154.49	0020221391	10-1120-490-02-74-210-13
	2021122010	12/29/2021	10-1125-331-97-79-600-14	All Children Field Trip Cost	200.00	0020221633	10-1125-331-97-79-600-14
	2021122010	12/29/2021	10-1125-331-97-79-600-14	All Children Field Trip Cost	469.00	0020221402	10-1125-331-97-79-600-14
	2021122010	12/29/2021	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	147.00	0020221402	10-1125-390-90-79-600-14

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2021122010	12/29/2021	10-1125-410-90-79-600-14	Supplies Parent-Tot	400.00	0020221633	10-1125-410-90-79-600-14
	2021122010	12/29/2021	10-1125-410-97-79-600-14	All Children Supplies	366.08	0020221490	10-1125-410-97-79-600-14
	2021122010	12/29/2021	10-1125-410-97-79-600-14	All Children Supplies	168.30	0020221402	10-1125-410-97-79-600-14
	2021122010	12/29/2021	10-1125-410-97-79-600-14	All Children Supplies	170.58	0020221633	10-1125-410-97-79-600-14
	2021122010	12/29/2021	10-1125-490-00-79-600-14	Supplies Preschool	29.64	0020221402	10-1125-490-00-79-600-14
	2021122010	12/29/2021	10-1125-490-00-79-600-14	Supplies Preschool	7.95	0020221477	10-1125-490-00-79-600-14
	2021122010	12/29/2021	10-1125-490-00-79-600-14	Supplies Preschool	94.30	0020221633	10-1125-490-00-79-600-14
	2021122010	12/29/2021	10-1130-310-00-71-300-13	General Pur Svcs HS	350.00	0020221429	10-1130-310-00-71-300-13
	2021122010	12/29/2021	10-1130-323-00-71-300-13	Repairs HS	624.90	0020221526	10-1130-323-00-71-300-13
	2021122010	12/29/2021	10-1130-323-00-71-300-13	Repairs HS	39.00	0020221394	10-1130-323-00-71-300-13
	2021122010	12/29/2021	10-1130-410-00-71-300-13	Inst Supplies HS	77.39	0020221422	10-1130-410-00-71-300-13
	2021122010	12/29/2021	10-1130-410-00-71-300-13	Inst Supplies HS	142.95	0020221526	10-1130-410-00-71-300-13
	2021122010	12/29/2021	10-1130-410-00-71-300-13	Inst Supplies HS	289.88	0020221394	10-1130-410-00-71-300-13
	2021122010	12/29/2021	10-1130-410-00-71-300-13	Inst Supplies HS	485.56	0020221429	10-1130-410-00-71-300-13
	2021122010	12/29/2021	10-1130-410-02-71-300-13	Art Supplies HS	340.66	0020221394	10-1130-410-02-71-300-13
	2021122010	12/29/2021	10-1130-410-06-71-300-13	World Languages Supplies HS	228.59	0020221429	10-1130-410-06-71-300-13
	2021122010	12/29/2021	10-1130-410-08-71-300-13	Health Supplies HS	403.98	0020221394	10-1130-410-08-71-300-13
	2021122010	12/29/2021	10-1130-410-08-71-300-13	Health Supplies HS	29.92	0020221429	10-1130-410-08-71-300-13
	2021122010	12/29/2021	10-1130-410-11-71-300-13	Math Supplies HS	331.26	0020221429	10-1130-410-11-71-300-13
	2021122010	12/29/2021	10-1130-410-12-71-300-13	Music Supplies HS	181.86	0020221526	10-1130-410-12-71-300-13
	2021122010	12/29/2021	10-1130-410-13-71-300-13	Science Supplies HS	239.75	0020221484	10-1130-410-13-71-300-13
	2021122010	12/29/2021	10-1130-410-13-71-300-13	Science Supplies HS	166.15	0020221429	10-1130-410-13-71-300-13
	2021122010	12/29/2021	10-1130-410-15-71-300-13	Social Studies Supplies HS	83.87	0020221526	10-1130-410-15-71-300-13
	2021122010	12/29/2021	10-1130-410-15-71-300-13	Social Studies Supplies HS	202.49	0020221394	10-1130-410-15-71-300-13
	2021122010	12/29/2021	10-1130-410-33-71-305-13	Academies Supplies	249.89	0020221484	10-1130-410-33-71-305-13
	2021122010	12/29/2021	10-1130-410-59-71-300-14	HS Special Ed Supplies	199.09	0020221429	10-1130-410-59-71-300-14
	2021122010	12/29/2021	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	125.43	0020221484	10-1130-490-02-71-300-13
	2021122010	12/29/2021	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	77.33	0020221526	10-1130-490-02-71-300-13
	2021122010	12/29/2021	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	155.70	0020221429	10-1130-490-02-71-300-13
	2021122010	12/29/2021	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	243.93	0020221394	10-1130-490-02-71-300-13
	2021122010	12/29/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service	1,399.95	0020221390	10-1200-310-92-79-600-14
	2021122010	12/29/2021	10-1200-341-00-79-600-14	Special Ed Postage	78.15	0020221547	10-1200-341-00-79-600-14
	2021122010	12/29/2021	10-1200-410-00-79-600-14	Supplies Sp Ed	63.99	0020221390	10-1200-410-00-79-600-14
	2021122010	12/29/2021	10-1200-410-00-79-600-14	Supplies Sp Ed	231.85	0020221549	10-1200-410-00-79-600-14
	2021122010	12/29/2021	10-1200-410-66-71-300-13	STEP Supplies	2,515.50	0020221549	10-1200-410-66-71-300-13
	2021122010	12/29/2021	10-1200-410-66-71-300-13	STEP Supplies	1,408.00	0020221547	10-1200-410-66-71-300-13
	2021122010	12/29/2021	10-1200-410-92-79-600-14	IDEA Instructional Supplies	1,258.92	0020221390	10-1200-410-92-79-600-14
	2021122010	12/29/2021	10-1200-410-92-79-600-14	IDEA Instructional Supplies	403.28	0020221548	10-1200-410-92-79-600-14
	2021122010	12/29/2021	10-1200-410-92-79-600-14	IDEA Instructional Supplies	390.14	0020221549	10-1200-410-92-79-600-14
	2021122010	12/29/2021	10-1200-710-92-79-600-14	IDEA Instructional Non-Cap Eqp	1,408.00	0020221547	10-1200-710-92-79-600-14

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2021122010	12/29/2021	10-1225-410-95-79-600-14	ECE Instr Supplies	14.89	0020221402	10-1225-410-95-79-600-14
	2021122010	12/29/2021	10-1225-410-95-79-600-14	ECE Instr Supplies	301.35	0020221490	10-1225-410-95-79-600-14
	2021122010	12/29/2021	10-1225-410-95-79-600-14	ECE Instr Supplies	154.78	0020221633	10-1225-410-95-79-600-14
	2021122010	12/29/2021	10-1400-410-03-71-300-13	Business Supplies	94.16	0020221484	10-1400-410-03-71-300-13
	2021122010	12/29/2021	10-1400-410-03-71-300-13	Business Supplies	40.60	0020221526	10-1400-410-03-71-300-13
	2021122010	12/29/2021	10-1400-410-03-71-300-13	Business Supplies	8.16	0020221429	10-1400-410-03-71-300-13
	2021122010	12/29/2021	10-1400-410-09-71-300-13	Home Economics Supplies	224.98	0020221429	10-1400-410-09-71-300-13
	2021122010	12/29/2021	10-1500-332-00-71-300-13	Athletic Trips HS	890.96	0020221630	10-1500-332-00-71-300-13
	2021122010	12/29/2021	10-1500-335-00-71-300-13	Conference Travel HS	188.69	0020221683	10-1500-335-00-71-300-13
	2021122010	12/29/2021	10-1500-335-00-72-220-13	Conference Travel Marlowe	250.00	0020221397	10-1500-335-00-72-220-13
	2021122010	12/29/2021	10-1500-335-00-74-210-13	Conference Travel Heineman	323.00	0020221391	10-1500-335-00-74-210-13
	2021122010	12/29/2021	10-1500-410-00-72-220-13	Training Supplies Marlowe	497.64	0020221529	10-1500-410-00-72-220-13
	2021122010	12/29/2021	10-1500-410-00-74-210-13	Training Supplies Heineman	22.95	0020221523	10-1500-410-00-74-210-13
	2021122010	12/29/2021	10-1500-411-00-74-210-13	Awards Heineman	425.00	0020221426	10-1500-411-00-74-210-13
	2021122010	12/29/2021	10-1543-640-00-71-305-13	Activities Fees	330.00	0020221530	10-1543-640-00-71-305-13
	2021122010	12/29/2021	10-158	Activity Funds	39.95	0020221525	10-158
	2021122010	12/29/2021	10-158	Activity Funds	160.14	0020221489	10-158
	2021122010	12/29/2021	10-158	Activity Funds	627.96	0020221530	10-158
	2021122010	12/29/2021	10-158	Activity Funds	41.98	0020221528	10-158
	2021122010	12/29/2021	10-158	Activity Funds	186.00	0020221480	10-158
	2021122010	12/29/2021	10-158	Activity Funds	87.48	0020221519	10-158
	2021122010	12/29/2021	10-158	Activity Funds	116.39	0020221487	10-158
	2021122010	12/29/2021	10-158	Activity Funds	250.50	0020221633	10-158
	2021122010	12/29/2021	10-158	Activity Funds	515.25	0020221520	10-158
	2021122010	12/29/2021	10-158	Activity Funds	209.25	0020221484	10-158
	2021122010	12/29/2021	10-158	Activity Funds	104.97	0020221629	10-158
	2021122010	12/29/2021	10-158	Activity Funds	798.66	0020221630	10-158
	2021122010	12/29/2021	10-158	Activity Funds	509.57	0020221479	10-158
	2021122010	12/29/2021	10-158	Activity Funds	2,497.84	0020221683	10-158
	2021122010	12/29/2021	10-158	Activity Funds	253.83	0020221488	10-158
	2021122010	12/29/2021	10-158	Activity Funds	43.00	0020221527	10-158
	2021122010	12/29/2021	10-158	Activity Funds	225.77	0020221389	10-158
	2021122010	12/29/2021	10-158	Activity Funds	1,391.71	0020221399	10-158
	2021122010	12/29/2021	10-158	Activity Funds	159.09	0020221392	10-158
	2021122010	12/29/2021	10-158	Activity Funds	1,978.62	0020221405	10-158
	2021122010	12/29/2021	10-158	Activity Funds	79.21	0020221424	10-158
	2021122010	12/29/2021	10-158	Activity Funds	105.95	0020221427	10-158
	2021122010	12/29/2021	10-158	Activity Funds	1,580.97	0020221398	10-158
	2021122010	12/29/2021	10-158	Activity Funds	50.00	0020221386	10-158
	2021122010	12/29/2021	10-158	Activity Funds	33.29	0020221426	10-158

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2021122010	12/29/2021	10-158	Activity Funds	192.23	0020221396	10-158
	2021122010	12/29/2021	10-158	Activity Funds	53.99	0020221531	10-158
	2021122010	12/29/2021	10-158	Activity Funds	640.97	0020221430	10-158
	2021122010	12/29/2021	10-158	Activity Funds	1,048.93	0020221433	10-158
	2021122010	12/29/2021	10-158	Activity Funds	61.41	0020221434	10-158
	2021122010	12/29/2021	10-158	Activity Funds	616.93	0020221385	10-158
	2021122010	12/29/2021	10-158	Activity Funds	2,738.93	0020221437	10-158
	2021122010	12/29/2021	10-158	Activity Funds	50.00	0020221476	10-158
	2021122010	12/29/2021	10-158	Activity Funds	250.00	0020221400	10-158
	2021122010	12/29/2021	10-158	Activity Funds	83.06	0020221401	10-158
	2021122010	12/29/2021	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	150.00	0020221387	10-1800-410-82-79-605-14
	2021122010	12/29/2021	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	139.63	0020221387	10-1800-410-84-79-605-14
	2021122010	12/29/2021	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	9.97	0020221493	10-1800-410-84-79-605-14
	2021122010	12/29/2021	10-2120-410-00-71-300-13	Supplies Counseling HS	77.35	0020221526	10-2120-410-00-71-300-13
	2021122010	12/29/2021	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	396.00	0020221425	10-2210-310-84-79-605-14
	2021122010	12/29/2021	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	649.00	0020221395	10-2210-314-92-79-605-14
	2021122010	12/29/2021	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	175.00	0020221391	10-2210-314-92-79-605-14
	2021122010	12/29/2021	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	489.99	0020221392	10-2210-314-92-79-605-14
	2021122010	12/29/2021	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	275.00	0020221390	10-2210-314-92-79-605-14
	2021122010	12/29/2021	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	199.00	0020221484	10-2210-314-92-79-605-14
	2021122010	12/29/2021	10-2210-490-00-74-500-14	Supplies Curr & Inst	150.60	0020221517	10-2210-490-00-74-500-14
	2021122010	12/29/2021	10-2210-490-00-74-500-14	Supplies Curr & Inst	121.10	0020221476	10-2210-490-00-74-500-14
	2021122010	12/29/2021	10-2210-490-00-74-500-14	Supplies Curr & Inst	82.97	0020221521	10-2210-490-00-74-500-14
	2021122010	12/29/2021	10-2210-490-00-74-500-14	Supplies Curr & Inst	429.63	0020221386	10-2210-490-00-74-500-14
	2021122010	12/29/2021	10-2210-640-92-79-605-14	IDEA Other Objects	3,516.00	0020221547	10-2210-640-92-79-605-14
	2021122010	12/29/2021	10-2210-640-92-79-605-14	IDEA Other Objects	649.00	0020221548	10-2210-640-92-79-605-14
	2021122010	12/29/2021	10-2212-332-00-74-500-14	Travel & Conference Curr	528.50	0020221476	10-2212-332-00-74-500-14
	2021122010	12/29/2021	10-2212-332-00-74-500-14	Travel & Conference Curr	399.00	0020221517	10-2212-332-00-74-500-14
	2021122010	12/29/2021	10-2212-332-00-74-500-14	Travel & Conference Curr	1,130.00	0020221386	10-2212-332-00-74-500-14
	2021122010	12/29/2021	10-2212-410-00-74-500-14	Associate Supt Supplies	50.00	0020221679	10-2212-410-00-74-500-14
	2021122010	12/29/2021	10-2212-410-00-74-500-14	Associate Supt Supplies	55.40	0020221680	10-2212-410-00-74-500-14
	2021122010	12/29/2021	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	195.27	0020221387	10-2213-332-00-79-600-14
	2021122010	12/29/2021	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	99.00	0020221425	10-2213-332-00-79-600-14
	2021122010	12/29/2021	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	288.28	0020221493	10-2213-332-00-79-600-14
	2021122010	12/29/2021	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	2,416.49	0020221522	10-2213-332-00-79-600-14
	2021122010	12/29/2021	10-2213-410-00-79-600-14	Special Svcs Supplies	689.96	0020221387	10-2213-410-00-79-600-14
	2021122010	12/29/2021	10-2213-410-00-79-600-14	Special Svcs Supplies	831.03	0020221522	10-2213-410-00-79-600-14
	2021122010	12/29/2021	10-2213-410-00-79-600-14	Special Svcs Supplies	64.54	0020221425	10-2213-410-00-79-600-14
	2021122010	12/29/2021	10-2213-640-00-79-600-14	Special Svcs Dues & Fees	239.00	0020221425	10-2213-640-00-79-600-14
	2021122010	12/29/2021	10-2213-640-00-79-600-14	Special Svcs Dues & Fees	150.00	0020221493	10-2213-640-00-79-600-14

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2021122010	12/29/2021	10-2220-430-00-71-100-13	Media Center Leggee	208.71	0020221528	10-2220-430-00-71-100-13
	2021122010	12/29/2021	10-2220-430-00-71-100-13	Media Center Leggee	271.71	0020221431	10-2220-430-00-71-100-13
	2021122010	12/29/2021	10-2220-430-00-71-100-13	Media Center Leggee	474.14	0020221396	10-2220-430-00-71-100-13
	2021122010	12/29/2021	10-2220-430-00-72-110-13	Media Center Chesak	39.95	0020221393	10-2220-430-00-72-110-13
	2021122010	12/29/2021	10-2220-430-00-72-120-13	Media Center Martin	6.26	0020221524	10-2220-430-00-72-120-13
	2021122010	12/29/2021	10-2220-430-00-72-120-13	Media Center Martin	39.99	0020221427	10-2220-430-00-72-120-13
	2021122010	12/29/2021	10-2220-430-00-72-220-13	Media Center Marlowe	-0.58	0020221486	10-2220-430-00-72-220-13
	2021122010	12/29/2021	10-2220-430-00-72-220-13	Media Center Marlowe	801.98	0020221529	10-2220-430-00-72-220-13
	2021122010	12/29/2021	10-2220-430-00-72-220-13	Media Center Marlowe	1,211.41	0020221432	10-2220-430-00-72-220-13
	2021122010	12/29/2021	10-2220-430-00-74-210-13	Media Center Heineman	12.72	0020221481	10-2220-430-00-74-210-13
	2021122010	12/29/2021	10-2220-430-00-74-210-13	Media Center Heineman	6.39	0020221426	10-2220-430-00-74-210-13
	2021122010	12/29/2021	10-2220-430-00-74-210-13	Media Center Heineman	456.08	0020221391	10-2220-430-00-74-210-13
	2021122010	12/29/2021	10-2220-430-00-74-210-13	Media Center Heineman	237.12	0020221523	10-2220-430-00-74-210-13
	2021122010	12/29/2021	10-2220-490-00-72-110-13	Media Center Tech Chesak	368.97	0020221428	10-2220-490-00-72-110-13
	2021122010	12/29/2021	10-2223-410-00-79-600-14	Supplies PAC	33.50	0020221429	10-2223-410-00-79-600-14
	2021122010	12/29/2021	10-2300-410-97-79-600-14	All Children Gen Admin Sup	49.80	0020221402	10-2300-410-97-79-600-14
	2021122010	12/29/2021	10-2300-410-97-79-600-14	All Children Gen Admin Sup	70.73	0020221633	10-2300-410-97-79-600-14
	2021122010	12/29/2021	10-2310-332-00-74-500-14	Travel Board	9,271.89	0020221678	10-2310-332-00-74-500-14
	2021122010	12/29/2021	10-2310-390-00-74-500-14	Purchased Service Board	50.25	0020221634	10-2310-390-00-74-500-14
	2021122010	12/29/2021	10-2310-410-00-74-500-14	Supplies Board	31.98	0020221632	10-2310-410-00-74-500-14
	2021122010	12/29/2021	10-2310-410-00-74-500-14	Supplies Board	92.58	0020221389	10-2310-410-00-74-500-14
	2021122010	12/29/2021	10-2321-332-00-74-500-14	Travel Supt	261.56	0020221681	10-2321-332-00-74-500-14
	2021122010	12/29/2021	10-2321-332-00-74-500-14	Travel Supt	768.98	0020221404	10-2321-332-00-74-500-14
	2021122010	12/29/2021	10-2321-410-00-74-500-14	Supplies Supt	111.31	0020221678	10-2321-410-00-74-500-14
	2021122010	12/29/2021	10-2321-640-00-74-500-14	Dues & Fees Supt	20.00	0020221681	10-2321-640-00-74-500-14
	2021122010	12/29/2021	10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	39.00	0020221386	10-2323-640-00-74-500-14
	2021122010	12/29/2021	10-2410-332-00-71-300-13	Prin Travel HS	484.50	0020221394	10-2410-332-00-71-300-13
	2021122010	12/29/2021	10-2410-410-00-71-100-13	Office Supplies Leggee	336.44	0020221431	10-2410-410-00-71-100-13
	2021122010	12/29/2021	10-2410-410-00-71-100-13	Office Supplies Leggee	11.00	0020221485	10-2410-410-00-71-100-13
	2021122010	12/29/2021	10-2410-410-00-71-100-13	Office Supplies Leggee	104.81	0020221396	10-2410-410-00-71-100-13
	2021122010	12/29/2021	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	124.20	0020221485	10-2410-410-00-71-100-14
	2021122010	12/29/2021	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	658.20	0020221396	10-2410-410-00-71-100-14
	2021122010	12/29/2021	10-2410-410-00-71-300-13	Office Supplies HS	108.93	0020221394	10-2410-410-00-71-300-13
	2021122010	12/29/2021	10-2410-410-00-71-300-13	Office Supplies HS	45.96	0020221526	10-2410-410-00-71-300-13
	2021122010	12/29/2021	10-2410-410-00-71-300-14	Copier Paper & Toner HS	409.55	0020221394	10-2410-410-00-71-300-14
	2021122010	12/29/2021	10-2410-410-00-72-110-13	Office Supplies Chesak	38.29	0020221393	10-2410-410-00-72-110-13
	2021122010	12/29/2021	10-2410-410-00-72-220-13	Office Supplies Marlowe	82.99	0020221529	10-2410-410-00-72-220-13
	2021122010	12/29/2021	10-2410-410-00-72-220-13	Office Supplies Marlowe	15.56	0020221486	10-2410-410-00-72-220-13
	2021122010	12/29/2021	10-2410-410-00-72-220-13	Office Supplies Marlowe	89.64	0020221432	10-2410-410-00-72-220-13
	2021122010	12/29/2021	10-2410-410-00-72-220-13	Office Supplies Marlowe	39.98	0020221397	10-2410-410-00-72-220-13

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2021122010	12/29/2021	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	187.49	0020221529	10-2410-410-00-72-220-14
	2021122010	12/29/2021	10-2410-410-00-74-140-13	Office Supplies Mackeben	114.27	0020221489	10-2410-410-00-74-140-13
	2021122010	12/29/2021	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	149.08	0020221401	10-2410-410-00-74-140-14
	2021122010	12/29/2021	10-2410-410-00-74-150-13	Office Supplies Conley	9.21	0020221430	10-2410-410-00-74-150-13
	2021122010	12/29/2021	10-2410-410-00-74-150-13	Office Supplies Conley	109.94	0020221495	10-2410-410-00-74-150-13
	2021122010	12/29/2021	10-2410-410-00-74-150-13	Office Supplies Conley	106.14	0020221527	10-2410-410-00-74-150-13
	2021122010	12/29/2021	10-2410-410-00-74-150-13	Office Supplies Conley	27.49	0020221395	10-2410-410-00-74-150-13
	2021122010	12/29/2021	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	53.96	0020221395	10-2410-410-00-74-150-14
	2021122010	12/29/2021	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	69.84	0020221430	10-2410-410-00-74-150-14
	2021122010	12/29/2021	10-2410-410-00-74-210-13	Office Supplies Heineman	203.97	0020221523	10-2410-410-00-74-210-13
	2021122010	12/29/2021	10-2410-410-00-74-210-13	Office Supplies Heineman	8.17	0020221426	10-2410-410-00-74-210-13
	2021122010	12/29/2021	10-2410-410-00-74-210-13	Office Supplies Heineman	79.34	0020221391	10-2410-410-00-74-210-13
	2021122010	12/29/2021	10-2410-410-00-74-210-13	Office Supplies Heineman	16.91	0020221481	10-2410-410-00-74-210-13
	2021122010	12/29/2021	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	316.22	0020221481	10-2410-410-00-74-210-14
	2021122010	12/29/2021	10-2410-490-00-71-300-13	HS Staff Recognition	53.45	0020221383	10-2410-490-00-71-300-13
	2021122010	12/29/2021	10-2410-490-00-71-300-13	HS Staff Recognition	328.93	0020221422	10-2410-490-00-71-300-13
	2021122010	12/29/2021	10-2410-490-00-71-300-13	HS Staff Recognition	189.76	0020221526	10-2410-490-00-71-300-13
	2021122010	12/29/2021	10-2410-490-00-71-300-13	HS Staff Recognition	1,077.00	0020221484	10-2410-490-00-71-300-13
	2021122010	12/29/2021	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	272.74	0020221489	10-2410-491-00-74-140-13
	2021122010	12/29/2021	10-2410-491-00-74-150-13	Rebate Supplies Conley	581.71	0020221495	10-2410-491-00-74-150-13
	2021122010	12/29/2021	10-2410-491-00-74-210-13	Rebate Supplies Heineman	152.89	0020221391	10-2410-491-00-74-210-13
	2021122010	12/29/2021	10-2410-640-00-71-300-13	Office Dues & Fees HS	818.00	0020221478	10-2410-640-00-71-300-13
	2021122010	12/29/2021	10-2410-640-00-72-120-13	Office Dues & Fees Martin	338.00	0020221427	10-2410-640-00-72-120-13
	2021122010	12/29/2021	10-2520-332-00-74-500-14	Travel Fiscal	205.00	0020221494	10-2520-332-00-74-500-14
	2021122010	12/29/2021	10-2520-332-00-74-500-14	Travel Fiscal	205.00	0020221631	10-2520-332-00-74-500-14
	2021122010	12/29/2021	10-2520-410-00-74-500-14	Supplies Fiscal	593.36	0020221388	10-2520-410-00-74-500-14
	2021122010	12/29/2021	10-2520-640-00-74-500-14	Dues & Fees Fiscal	50.00	0020221388	10-2520-640-00-74-500-14
	2021122010	12/29/2021	10-2546-490-00-79-600-14	Security Officer Supplies	793.12	0020221389	10-2546-490-00-79-600-14
	2021122010	12/29/2021	10-2546-490-00-79-600-14	Security Officer Supplies	2,963.19	0020221632	10-2546-490-00-79-600-14
	2021122010	12/29/2021	10-2560-410-00-71-300-13	Cafe Supplies HS	337.81	0020221439	10-2560-410-00-71-300-13
	2021122010	12/29/2021	10-2560-410-00-71-300-13	Cafe Supplies HS	275.34	0020221484	10-2560-410-00-71-300-13
	2021122010	12/29/2021	10-2560-415-00-71-300-13	Cafe Food HS	114.93	0020221631	10-2560-415-00-71-300-13
	2021122010	12/29/2021	10-2560-415-97-79-600-14	All Children Snacks	54.48	0020221490	10-2560-415-97-79-600-14
	2021122010	12/29/2021	10-2560-415-97-79-600-14	All Children Snacks	6.99	0020221477	10-2560-415-97-79-600-14
	2021122010	12/29/2021	10-2642-410-00-74-500-14	Supplies Human Res	164.31	0020221534	10-2642-410-00-74-500-14
	2021122010	12/29/2021	10-2642-411-00-74-500-14	HR Employee Recognition	90.95	0020221492	10-2642-411-00-74-500-14
	2021122010	12/29/2021	10-2642-411-00-74-500-14	HR Employee Recognition	90.95	0020221534	10-2642-411-00-74-500-14
	2021122010	12/29/2021	10-2642-411-00-74-500-14	HR Employee Recognition	90.95	0020221438	10-2642-411-00-74-500-14
	2021122010	12/29/2021	10-2642-640-00-74-500-14	Dues & Fees Human Res	200.00	0020221438	10-2642-640-00-74-500-14
	2021122010	12/29/2021	10-2660-319-61-79-600-14	Software Maintenance	171.62	0020221423	10-2660-319-61-79-600-14

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
	2021122010	12/29/2021	10-2660-319-61-79-600-14	Software Maintenance		29.00	0020221384	10-2660-319-61-79-600-14
	2021122010	12/29/2021	10-2660-410-00-79-600-14	Supplies Tech		98.36	0020221384	10-2660-410-00-79-600-14
	2021122010	12/29/2021	10-2660-410-00-79-600-14	Supplies Tech		37.95	0020221423	10-2660-410-00-79-600-14
	2021122010	12/29/2021	10-2660-410-00-79-600-14	Supplies Tech		926.05	0020221479	10-2660-410-00-79-600-14
	2021122010	12/29/2021	10-2660-410-00-79-600-14	Supplies Tech		10.99	0020221519	10-2660-410-00-79-600-14
	2021122010	12/29/2021	10-3100-410-97-79-605-24	All Children Parental Supplies		220.46	0020221633	10-3100-410-97-79-605-24
	2021122010	12/29/2021	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies		12.95	0020221522	10-3600-410-82-79-605-14
	2021122010	12/29/2021	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies		338.23	0020221493	10-3600-410-82-79-605-14
	2021122010	12/29/2021	20-2540-332-00-79	Travel		148.16	0020221436	20-2540-332-00-79
	2021122010	12/29/2021	20-2540-410-00-79	Office Supplies B & G		165.57	0020221436	20-2540-410-00-79
	2021122010	12/29/2021	20-2540-410-00-79	Office Supplies B & G		96.90	0020221533	20-2540-410-00-79
	2021122010	12/29/2021	20-2542-410-00-79	Supplies B & G		703.27	0020221491	20-2542-410-00-79
	2021122010	12/29/2021	20-2542-410-00-79	Supplies B & G		436.27	0020221533	20-2542-410-00-79
	2021122010	12/29/2021	20-2542-410-00-79	Supplies B & G		674.59	0020221403	20-2542-410-00-79
	2021122010	12/29/2021	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance		27.68	0020221491	20-2545-323-00-79-600-14
					Total	$103,259.55		
Bolger, Laurie A								
	60577	1/7/2022	10-2210-640-92-79-605-14	IDEA Other Objects		225.00		10-2210-640-92-79-605-14
					Total	$225.00		
Bondi, Michael								
	60480	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		151.00		10-1500-319-00-71-300-13
					Total	$151.00		
Bonkoski, James								
	60653	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$106.00		
Boylan Catholic H.S.								
	60108	12/3/2021	10-1500-335-00-71-300-13	Conference Travel HS		225.00		10-1500-335-00-71-300-13
	60578	1/7/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS		225.00		10-1500-640-00-71-300-13
					Total	$450.00		
Broskow, Tami								
	60579	1/7/2022	10-2210-640-92-79-605-14	IDEA Other Objects		60.00		10-2210-640-92-79-605-14
					Total	$60.00		
Brown, Kristy								
	60580	1/7/2022	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00		10-2310-230-00-74-500-14
					Total	$375.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Brucker Company								
	992200152	12/10/2021	20-2542-410-00-79	Supplies B & G		17,170.65	0020213082	20-2542-410-00-79
	992200187	1/14/2022	20-2542-410-00-79	Supplies B & G		65.00	0020213082	20-2542-410-00-79
					Total	$17,235.65		
BryMax Enterprises Inc								
	60191	12/10/2021	10-2560-415-00-71-300-13	Cafe Food HS		480.00	0022111907	10-2560-415-00-71-300-13
	60191	12/10/2021	10-2560-415-00-72-220-13	Cafe Food Marlowe		288.00	0022111917	10-2560-415-00-72-220-13
	60191	12/10/2021	10-2560-415-00-74-210-13	Cafe Food Heineman		720.00	0022111927	10-2560-415-00-74-210-13
	60654	1/14/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe		528.00	0022121917	10-2560-415-00-72-220-13
					Total	$2,016.00		
Buckley, Tim								
	60515	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
	60655	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$159.00		
Buffalo Grove H.S. c/o Athletics								
	60109	12/3/2021	10-1500-335-00-71-300-13	Conference Travel HS		240.00		10-1500-335-00-71-300-13
	60192	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		875.00		10-1500-335-00-71-300-13
					Total	$1,115.00		
Building Technology Consultants PC								
	60362	12/17/2021	20-2540-310-00-79	Professional & Technical		378.75	0020221550	20-2540-310-00-79
					Total	$378.75		
Burnett, Jeff								
	60481	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
	60656	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$159.00		
Burpee Museum of								
	60363	12/17/2021	10-1200-310-66-71-300-13	STEP Purchased Services		136.00	0020221353	10-1200-310-66-71-300-13
					Total	$136.00		
Burt, Dawn								
	38385	11/30/2021	10-1811-225	Registration Fee - Marlowe		-78.00		10-1811-225
					Total	($78.00)		
Camelot Education								
	60110	12/3/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		7,838.86	0022100517	10-4220-670-00-79-600-14
	60516	12/29/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		7,425.20	0022110517	10-4220-670-00-79-600-14
					Total	$15,264.06		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Carl Sandburg HS								
	60111	12/3/2021	10-1500-335-00-71-300-13	Conference Travel HS		220.00		10-1500-335-00-71-300-13
					Total	$220.00		
Carlson, Dean								
	60581	1/7/2022	20-2540-332-00-79	Travel		17.92		20-2540-332-00-79
					Total	$17.92		
Castaneda, Roberto								
	60582	1/7/2022	10-1611-305	Student Food Svc - HS		49.00		10-1611-305
					Total	$49.00		
Castle PrinTech								
	60364	12/17/2021	10-1520-410-30-71-305-13	HS Newspaper Supplies		756.12	0020221337	10-1520-410-30-71-305-13
					Total	$756.12		
CDW Government Inc								
	60112	12/3/2021	10-1100-421-00-74-500-14	Materials K-12		2,506.36	0020220089	10-1100-421-00-74-500-14
	60112	12/3/2021	10-1100-423-00-74-500-14	New Adoption		7,353.64	0020220089	10-1100-423-00-74-500-14
	60112	12/3/2021	10-2660-490-00-79-600-14	Inventoriable Equipment Tech		2,007.99	0020221169	10-2660-490-00-79-600-14
	60193	12/10/2021	10-2660-410-00-79-600-14	Supplies Tech		3,732.00		10-2660-410-00-79-600-14
	60193	12/10/2021	10-2660-410-00-79-600-14	Supplies Tech		2,790.00	0020221114	10-2660-410-00-79-600-14
	60365	12/17/2021	10-2660-410-00-79-600-14	Supplies Tech		1,077.31	0020221475	10-2660-410-00-79-600-14
	60365	12/17/2021	40-2552-490-00-79	Inventoriable Supplies		816.07	0020221418	40-2552-490-00-79
	60517	12/29/2021	10-2660-490-00-79-600-14	Inventoriable Equipment Tech		4,040.08	0020221331	10-2660-490-00-79-600-14
					Total	$24,323.45		
Ceisel, Donna								
	60366	12/17/2021	10-2130-310-00-79-600-14	Health Services		170.00	0020221572	10-2130-310-00-79-600-14
					Total	$170.00		
Center for the Collaborative Classroom								
	60113	12/3/2021	10-1100-490-57-79-600-14	ESSER II Supplies		639.36	0020220668	10-1100-490-57-79-600-14
	60113	12/3/2021	10-1100-490-57-79-600-14	ESSER II Supplies		10,044.00	0020220352	10-1100-490-57-79-600-14
	60113	12/3/2021	10-1100-490-57-79-600-14	ESSER II Supplies		1,404.00	0020220562	10-1100-490-57-79-600-14
					Total	$12,087.36		
Central High School								
	60194	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		980.00		10-1500-335-00-71-300-13
					Total	$980.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Central States Bus Sales Inc								
	60195	12/10/2021	40-2554-410-00-79	Fleet Supplies		131.72	0022080727	40-2554-410-00-79
	60367	12/17/2021	40-2554-410-00-79	Fleet Supplies		408.96	0022090727	40-2554-410-00-79
	60583	1/7/2022	40-2554-410-00-79	Fleet Supplies		557.86	0022120727	40-2554-410-00-79
					Total	$1,098.54		
Century Springs								
	60368	12/17/2021	10-2410-490-00-71-300-13	HS Staff Recognition		128.43	0020221567	10-2410-490-00-71-300-13
					Total	$128.43		
Chicago Kiln Service Inc								
	60369	12/17/2021	10-1120-323-00-74-210-13	Repairs & Maintenance HMS		358.75	0020221338	10-1120-323-00-74-210-13
					Total	$358.75		
Chupich, Jason								
	60482	12/17/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$65.00		
CINTAS								
	992200148	12/3/2021	20-2542-323-00-79	Repairs & Maint Buildings		132.95	0022111567	20-2542-323-00-79
	992200153	12/10/2021	20-2542-323-00-79	Repairs & Maint Buildings		265.90	0022121567	20-2542-323-00-79
	992200153	12/10/2021	40-2550-325-00-79	Rental Trans		348.78	0022110757	40-2550-325-00-79
	992200153	12/10/2021	40-2550-325-00-79	Rental Trans		174.39	0022100757	40-2550-325-00-79
	992200162	12/17/2021	10-2560-410-00-71-100-13	Cafe Supplies Leggee		68.59	0020221585	10-2560-410-00-71-100-13
	992200162	12/17/2021	10-2560-410-00-71-300-13	Cafe Supplies HS		72.17	0020221585	10-2560-410-00-71-300-13
	992200162	12/17/2021	10-2560-410-00-72-110-13	Cafe Supplies Chesak		63.56	0020221585	10-2560-410-00-72-110-13
	992200162	12/17/2021	10-2560-410-00-72-120-13	Cafe Supplies Martin		69.36	0020221585	10-2560-410-00-72-120-13
	992200162	12/17/2021	10-2560-410-00-72-220-13	Cafe Supplies Marlowe		69.43	0020221585	10-2560-410-00-72-220-13
	992200162	12/17/2021	10-2560-410-00-74-140-13	Cafe Supplies Mackeben		4.88	0020221585	10-2560-410-00-74-140-13
	992200162	12/17/2021	10-2560-410-00-74-150-13	Cafe Supplies Conley		38.01	0020221585	10-2560-410-00-74-150-13
	992200162	12/17/2021	10-2560-410-00-74-210-13	Cafe Supplies Heineman		38.73	0020221585	10-2560-410-00-74-210-13
	992200162	12/17/2021	40-2550-325-00-79	Rental Trans		348.78	0022110757	40-2550-325-00-79
	992200175	12/29/2021	20-2542-323-00-79	Repairs & Maint Buildings		265.90	0022121567	20-2542-323-00-79
	992200180	1/7/2022	20-2542-323-00-79	Repairs & Maint Buildings		132.95	0022011567	20-2542-323-00-79
	992200180	1/7/2022	40-2550-325-00-79	Rental Trans		697.56	0022120757	40-2550-325-00-79
	992200188	1/14/2022	20-2542-323-00-79	Repairs & Maint Buildings		132.95	0022011567	20-2542-323-00-79
					Total	$2,924.89		
Clarity Assessments LLC								
	60370	12/17/2021	10-2140-310-92-79-600-14	IDEA Psychological Services		1,293.75	0020221325	10-2140-310-92-79-600-14
	60370	12/17/2021	10-2140-310-92-79-600-14	IDEA Psychological Services		1,495.00	0020221600	10-2140-310-92-79-600-14
					Total	$2,788.75		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Classroom Connection Day School								
	60196	12/10/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		7,642.75	0022110587	10-4220-670-00-79-600-14
	60196	12/27/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		-7,642.75	0022110587	10-4220-670-00-79-600-14
	60518	12/29/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		7,642.75	0022110587	10-4220-670-00-79-600-14
	60657	1/14/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,229.25	0022120587	10-4220-670-00-79-600-14
					Total	$12,872.00		
Clement, Earl								
	60197	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Cleverbridge								
	60371	12/17/2021	10-2660-319-61-79-600-14	Software Maintenance		3,200.00	0020221453	10-2660-319-61-79-600-14
					Total	$3,200.00		
CLIC								
	60372	12/17/2021	10-2310-318-00-74-500-14	Legal Board		9,245.50	0020221608	10-2310-318-00-74-500-14
					Total	$9,245.50		
Coates, Cassady								
	60114	12/3/2021	10-1200-410-66-71-300-13	STEP Supplies		44.17		10-1200-410-66-71-300-13
					Total	$44.17		
Comcast								
	60373	12/17/2021	20-2540-340-00-79	Telephone - Districtwide		5,979.00	0022121627	20-2540-340-00-79
	60658	1/14/2022	20-2540-340-00-79	Telephone - Districtwide		5,937.40	0022011627	20-2540-340-00-79
					Total	$11,916.40		
ComEd								
	60519	12/29/2021	20-2540-466-00-79	Electric		41,396.71		20-2540-466-00-79
					Total	$41,396.71		
Compass Health Center								
	60374	12/17/2021	10-4210-670-00-79-600-14	Reg Ed Out of District		728.00	0020221604	10-4210-670-00-79-600-14
					Total	$728.00		
Connections Day School								
	60584	1/7/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		8,515.84	0022120537	10-4220-670-00-79-600-14
	60659	1/14/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		9,580.32	0022110537	10-4220-670-00-79-600-14
					Total	$18,096.16		
Constellation NewEnergy								
	60115	12/3/2021	20-2540-465-00-79	Natural Gas		16,863.69		20-2540-465-00-79
	60660	1/14/2022	20-2540-465-00-79	Natural Gas		39,659.20		20-2540-465-00-79
					Total	$56,522.89		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
CPC Inc. / Facility Tree								
	60198	12/10/2021	20-2542-390-00-79	Other Purchased Service		748.80	0022120277	20-2542-390-00-79
	60585	1/7/2022	20-2542-390-00-79	Other Purchased Service		748.80	0022010277	20-2542-390-00-79
					Total	$1,497.60		
CPI (Crisis Prevention Institute, Inc.)								
	992200163	12/17/2021	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		200.00	0020221445	10-2210-314-92-79-605-14
					Total	$200.00		
Creekside Printing								
	60375	12/17/2021	10-1200-410-00-79-600-14	Supplies Sp Ed		284.10	0020221355	10-1200-410-00-79-600-14
					Total	$284.10		
Crescent Electric Supply Co								
	992200149	12/3/2021	20-2542-410-00-79	Supplies B & G		153.67	0022110047	20-2542-410-00-79
	992200149	12/3/2021	20-2542-410-00-79	Supplies B & G		335.89	0022120047	20-2542-410-00-79
					Total	$489.56		
Cross, Jill								
	60304	12/17/2021	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies		25.76		10-1120-490-02-72-220-13
					Total	$25.76		
Crown Restrooms								
	60376	12/17/2021	10-1120-390-00-74-210-13	Heineman Purchased Service		16.43	0020221469	10-1120-390-00-74-210-13
					Total	$16.43		
Crystal Lake Central Science Olympiad								
	60520	12/29/2021	10-1543-640-00-71-305-13	Activities Fees		200.00		10-1543-640-00-71-305-13
					Total	$200.00		
Crystal Lake School District 47								
	60377	12/17/2021	10-4120-310-92-79-600-14	IDEA Payments to Other Districts		75.00	0020221365	10-4120-310-92-79-600-14
	60377	12/17/2021	10-4120-310-92-79-600-14	IDEA Payments to Other Districts		450.00	0020221601	10-4120-310-92-79-600-14
					Total	$525.00		
Crystal Lake South HS c/o Athletics								
	60199	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		50.00		10-1500-335-00-71-300-13
					Total	$50.00		
Crystal Woods Golf Club								
	60378	12/17/2021	10-1500-640-00-71-300-13	Sports Dues & Fees HS		260.00		10-1500-640-00-71-300-13
					Total	$260.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
CT Veach Inc								
	60586	1/7/2022	20-2542-520-00-79	Building projects		12,990.00	0020221560	20-2542-520-00-79
					Total	$12,990.00		
Cubelo, Tanya								
	60305	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00		10-2310-230-00-74-500-14
					Total	$390.00		
Cunningham, Eric								
	60483	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
D158 Activity								
	2021113012	11/30/2021	10-158	Activity Funds		2,500.00		10-158
	2021122912	12/31/2021	10-1950-220	Rebates Marlowe		610.75		10-1950-220
	2021123112	12/31/2021	10-158	Activity Funds		734.88		10-158
					Total	$3,845.63		
D158 LIGHT Program								
	60200	12/10/2021	10-1200-410-66-71-300-13	STEP Supplies		1,080.80		10-1200-410-66-71-300-13
					Total	$1,080.80		
Dalessandro, Lynn								
	60306	12/17/2021	10-2560-410-00-71-300-13	Cafe Supplies HS		64.99		10-2560-410-00-71-300-13
					Total	$64.99		
Dargatz, Ken								
	60484	12/17/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$65.00		
Datamation Imaging Services Corp								
	60201	12/10/2021	10-2660-390-00-79-600-14	Purchased Service Technology		125.00	0022120397	10-2660-390-00-79-600-14
	60521	12/29/2021	10-2660-390-00-79-600-14	Purchased Service Technology		125.00	0022120397	10-2660-390-00-79-600-14
	60661	1/14/2022	10-2660-390-00-79-600-14	Purchased Service Technology		125.00	0022010397	10-2660-390-00-79-600-14
					Total	$375.00		
Davis, Amanda								
	37394	11/30/2021	10-1611-225	Student Food Svc - Marlowe		-24.55		10-1611-225
					Total	($24.55)		
Deak, Donald								
	60587	1/7/2022	10-2660-332-00-79-600-14	Travel Technology		188.72		10-2660-332-00-79-600-14
					Total	$188.72		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
DeFrancesco, Christina								
	60116	12/3/2021	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies		67.87		10-1130-490-02-71-300-13
					Total	$67.87		
DeKalb High School								
	60202	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		420.00		10-1500-335-00-71-300-13
	60203	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		400.00		10-1500-335-00-71-300-13
	60203	12/10/2021	10-1543-640-00-71-305-13	Activities Fees		125.00		10-1543-640-00-71-305-13
					Total	$945.00		
del Castillo, Rocio								
	60117	12/3/2021	10-2210-430-82-71-300-14	ESL Prof Library		241.21		10-2210-430-82-71-300-14
	60117	12/3/2021	10-2213-332-00-79-600-14	Special Svcs Travel & Conf		89.20		10-2213-332-00-79-600-14
	60117	12/3/2021	10-2213-410-00-79-600-14	Special Svcs Supplies		241.89		10-2213-410-00-79-600-14
					Total	$572.30		
DelMastro, Jim								
	60662	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
Deresinski, Mark								
	60204	12/10/2021	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Dreisilker Electric Motors Inc								
	992200164	12/17/2021	20-2542-410-00-79	Supplies B & G		132.24	0020221568	20-2542-410-00-79
	992200164	12/17/2021	20-2542-410-00-79	Supplies B & G		730.46	0020221594	20-2542-410-00-79
	992200164	12/17/2021	20-2542-410-00-79	Supplies B & G		46.85	0020221371	20-2542-410-00-79
					Total	$909.55		
Dundee Crown HS c/o Athletics								
	60205	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		975.00		10-1500-335-00-71-300-13
					Total	$975.00		
EAB Global Inc								
	60379	12/17/2021	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		26,389.00	0020221541	10-2212-310-00-79-505-14
					Total	$26,389.00		
Earle, John								
	60485	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Easley, Amanda								
	60307	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		780.00		10-2310-230-00-74-500-14
					Total	$780.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Easterseals								
	60118	12/3/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		23,236.62	0022101557	10-4220-670-00-79-600-14
	60380	12/17/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		23,236.62	0022111557	10-4220-670-00-79-600-14
					Total	$46,473.24		
Edge Sports Apparel LLC								
	60381	12/17/2021	10-158	Activity Funds		406.00	0020221536	10-158
					Total	$406.00		
Eds Automotive								
	60206	12/10/2021	40-2550-310-00-79	Prof & Tech Service Trans		585.00	0022090707	40-2550-310-00-79
	60382	12/17/2021	40-2550-310-00-79	Prof & Tech Service Trans		505.00	0022110707	40-2550-310-00-79
					Total	$1,090.00		
Engler Callaway Baasten & Sraga								
	60383	12/17/2021	10-2310-318-00-74-500-14	Legal Board		6,272.00	0020221310	10-2310-318-00-74-500-14
					Total	$6,272.00		
Erin, Wyse								
	60207	12/10/2021	10-1611-305	Student Food Svc - HS		36.65		10-1611-305
					Total	$36.65		
Escatel, Eduardo								
	60308	12/17/2021	10-2520-332-00-74-500-14	Travel Fiscal		112.00		10-2520-332-00-74-500-14
	60588	1/7/2022	10-2520-332-00-74-500-14	Travel Fiscal		33.60		10-2520-332-00-74-500-14
					Total	$145.60		
Evans Marshall & Pease PC								
	60384	12/17/2021	10-2310-317-00-74-500-14	CPA Audit		33,600.00	0020221499	10-2310-317-00-74-500-14
					Total	$33,600.00		
Evans, Kelvin								
	60208	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
	60486	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		120.00		10-1500-319-00-71-300-13
					Total	$187.00		
Everson, Jeff								
	60209	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Evink, William								
	60210	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		120.00		10-1500-319-00-71-300-13
					Total	$120.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Ewert, George								
	41612	11/30/2021	10-1500-319-00-71-300-13	Sports Officials HS		-64.00		10-1500-319-00-71-300-13
	41696	11/30/2021	10-1500-319-00-71-300-13	Sports Officials HS		-20.00		10-1500-319-00-71-300-13
	42008	11/30/2021	10-1500-319-00-71-300-13	Sports Officials HS		-247.00		10-1500-319-00-71-300-13
					Total	($331.00)		
Fajardo, Patrick								
	60211	12/10/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		92.00		10-1500-319-00-72-220-13
	60663	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$198.00		
Federal Supply								
	60385	12/17/2021	10-2560-410-00-71-300-13	Cafe Supplies HS		385.26	0020221542	10-2560-410-00-71-300-13
	60385	12/17/2021	10-2560-410-00-72-110-13	Cafe Supplies Chesak		1,816.06	0020221321	10-2560-410-00-72-110-13
					Total	$2,201.32		
Fedota, Stephen								
	60664	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		92.00		10-1500-319-00-71-300-13
					Total	$92.00		
FFP Fund IV Lessee2 LLC								
	60212	12/10/2021	20-2540-466-00-79	Electric		9,460.71		20-2540-466-00-79
					Total	$9,460.71		
Finstein, Mark								
	60665	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
Fish, Christopher J								
	60309	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00		10-2310-230-00-74-500-14
					Total	$375.00		
Flinn Scientific Inc								
	60386	12/17/2021	10-1130-410-13-71-300-13	Science Supplies HS		369.46	0020221380	10-1130-410-13-71-300-13
	60589	1/7/2022	10-1130-410-13-71-300-13	Science Supplies HS		594.00	0020221380	10-1130-410-13-71-300-13
					Total	$963.46		
Follett School Solutions Inc								
	992200150	12/3/2021	10-2220-430-00-72-120-13	Media Center Martin		1,098.62	0020221117	10-2220-430-00-72-120-13
	992200154	12/10/2021	10-2220-430-00-71-100-13	Media Center Leggee		521.99	0020220564	10-2220-430-00-71-100-13
	992200165	12/17/2021	10-1100-421-00-74-500-14	Materials K-12		529.80	0020221344	10-1100-421-00-74-500-14
	992200176	12/29/2021	10-1130-420-00-71-300-13	HS Curriculum Textbooks		344.85	0020221467	10-1130-420-00-71-300-13
	992200176	12/29/2021	10-2220-430-00-72-120-13	Media Center Martin		381.61	0020221117	10-2220-430-00-72-120-13
					Total	$2,876.87		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Forbes, Mark								
	60590	1/7/2022	20-2540-332-00-79	Travel		25.87		20-2540-332-00-79
					Total	$25.87		
Foston, John								
	60119	12/3/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
	60213	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		92.00		10-1500-319-00-71-300-13
					Total	$157.00		
Fox Valley Fire Safety								
	992200156	12/10/2021	20-2542-323-00-79	Repairs & Maint Buildings		414.00	0022100097	20-2542-323-00-79
	992200156	12/10/2021	20-2542-390-00-79	Other Purchased Service		801.00	0022120817	20-2542-390-00-79
	992200189	1/14/2022	20-2542-390-00-79	Other Purchased Service		801.00	0022010817	20-2542-390-00-79
					Total	$2,016.00		
Freeport High School								
	60591	1/7/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS		250.00		10-1500-640-00-71-300-13
					Total	$250.00		
French, James								
	60666	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
Galloway, Emily								
	60310	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00		10-2310-230-00-74-500-14
					Total	$375.00		
Garcia, Donald								
	42241	11/30/2021	10-1611-305	Student Food Svc - HS		-19.35		10-1611-305
					Total	($19.35)		
Garrey, Scott								
	60487	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Gates, Julie								
	60311	12/17/2021	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		225.00		10-2210-314-92-79-605-14
					Total	$225.00		
Gaudio, Jenna								
	60592	1/7/2022	10-1500-332-00-71-300-13	Athletic Trips HS		267.96		10-1500-332-00-71-300-13
					Total	$267.96		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
GCA Services Group								
	60387	12/17/2021	20-2542-410-00-79	Supplies B & G		1,593.00	0020221351	20-2542-410-00-79
					Total	$1,593.00		
Gende, Bob								
	60214	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		145.00		10-1500-319-00-71-300-13
					Total	$145.00		
General Parts LLC								
	992200157	12/10/2021	10-2560-323-00-71-100-13	Cafe Repairs Leggee		736.23	0022111657	10-2560-323-00-71-100-13
	992200157	12/10/2021	10-2560-323-00-71-300-13	Cafe Repairs HS		1,443.10	0022111667	10-2560-323-00-71-300-13
	992200157	12/10/2021	10-2560-323-00-72-110-13	Cafe Repairs Chesak		1,348.33	0022111677	10-2560-323-00-72-110-13
	992200157	12/10/2021	10-2560-323-00-72-220-13	Cafe Repairs Marlowe		1,311.57	0022111697	10-2560-323-00-72-220-13
	992200157	12/10/2021	10-2560-323-00-74-210-13	Cafe Repairs Heineman		421.11	0022111727	10-2560-323-00-74-210-13
	992200166	12/17/2021	10-2560-323-00-72-110-13	Cafe Repairs Chesak		3,193.34	0020221412	10-2560-323-00-72-110-13
	992200190	1/14/2022	10-2560-323-00-71-100-13	Cafe Repairs Leggee		1,544.38	0022111657	10-2560-323-00-71-100-13
	992200190	1/14/2022	10-2560-323-00-71-100-13	Cafe Repairs Leggee		1,271.43	0022121657	10-2560-323-00-71-100-13
	992200190	1/14/2022	10-2560-323-00-71-100-13	Cafe Repairs Leggee		2,509.28	0022011657	10-2560-323-00-71-100-13
	992200190	1/14/2022	10-2560-323-00-71-300-13	Cafe Repairs HS		504.95	0022121667	10-2560-323-00-71-300-13
	992200190	1/14/2022	10-2560-323-00-71-300-13	Cafe Repairs HS		1,218.03	0022111667	10-2560-323-00-71-300-13
	992200190	1/14/2022	10-2560-323-00-72-110-13	Cafe Repairs Chesak		634.58	0022011677	10-2560-323-00-72-110-13
	992200190	1/14/2022	10-2560-323-00-72-110-13	Cafe Repairs Chesak		1,655.04	0022121677	10-2560-323-00-72-110-13
	992200190	1/14/2022	10-2560-323-00-72-220-13	Cafe Repairs Marlowe		282.49	0022121697	10-2560-323-00-72-220-13
	992200190	1/14/2022	10-2560-323-00-74-210-13	Cafe Repairs Heineman		879.95	0022121727	10-2560-323-00-74-210-13
					Total	$18,953.81		
GFC Leasing WI								
	992200158	12/10/2021	10-2900-325-00-79-600-14	Copier Leases		3,677.63	0022120617	10-2900-325-00-79-600-14
	992200181	1/7/2022	10-2900-325-00-79-600-14	Copier Leases		3,677.63	0022010617	10-2900-325-00-79-600-14
					Total	$7,355.26		
Glaser, John								
	60120	12/3/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$65.00		
Glenbard North HS % Athletics								
	60215	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		350.00		10-1500-335-00-71-300-13
					Total	$350.00		
Glenbrook South High School								
	60216	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		200.00		10-1500-335-00-71-300-13
					Total	$200.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Global Water Technology Inc								
	60217	12/10/2021	20-2542-410-00-79	Supplies B & G		704.73	0020221255	20-2542-410-00-79
					Total	$704.73		
Goldberg, Amy								
	60312	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00		10-2310-230-00-74-500-14
					Total	$375.00		
Golovin, Jennifer								
	60121	12/3/2021	10-1200-310-66-71-300-13	STEP Purchased Services		69.05		10-1200-310-66-71-300-13
	60313	12/17/2021	10-1200-310-66-71-300-13	STEP Purchased Services		95.93		10-1200-310-66-71-300-13
					Total	$164.98		
Goraj, Timothy								
	60218	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		184.00		10-1500-319-00-71-300-13
	60488	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
	60667	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$343.00		
Gordon Flesch Co Inc								
	992200167	12/17/2021	10-2900-390-00-79-600-14	Copier Maintenance		11,250.70	0020221459	10-2900-390-00-79-600-14
					Total	$11,250.70		

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Gordon Food Service								
	60122	12/3/2021	10-1120-410-09-74-210-13	Home Ec Heineman		31.19	0020220566	10-1120-410-09-74-210-13
	60219	12/10/2021	10-1120-410-09-74-210-13	Home Ec Heineman		86.52	0020220566	10-1120-410-09-74-210-13
	60388	12/17/2021	10-1120-410-09-72-220-13	Home Ec Marlowe		105.07	0020221374	10-1120-410-09-72-220-13
	60388	12/17/2021	10-1400-410-09-71-300-13	Home Economics Supplies		189.89	0020221589	10-1400-410-09-71-300-13
	60388	12/17/2021	10-1400-410-09-71-300-13	Home Economics Supplies		372.53	0020221373	10-1400-410-09-71-300-13
	60388	12/17/2021	10-2560-410-00-71-100-13	Cafe Supplies Leggee		2,252.61	0022111157	10-2560-410-00-71-100-13
	60388	12/17/2021	10-2560-410-00-71-300-13	Cafe Supplies HS		5,710.95	0022111167	10-2560-410-00-71-300-13
	60388	12/17/2021	10-2560-410-00-72-110-13	Cafe Supplies Chesak		1,145.07	0022111177	10-2560-410-00-72-110-13
	60388	12/17/2021	10-2560-410-00-72-120-13	Cafe Supplies Martin		466.22	0022111187	10-2560-410-00-72-120-13
	60388	12/17/2021	10-2560-410-00-72-220-13	Cafe Supplies Marlowe		1,073.11	0022111197	10-2560-410-00-72-220-13
	60388	12/17/2021	10-2560-410-00-74-140-13	Cafe Supplies Mackeben		403.39	0022111207	10-2560-410-00-74-140-13
	60388	12/17/2021	10-2560-410-00-74-150-13	Cafe Supplies Conley		473.50	0022111217	10-2560-410-00-74-150-13
	60388	12/17/2021	10-2560-410-00-74-210-13	Cafe Supplies Heineman		1,026.62	0022111227	10-2560-410-00-74-210-13
	60388	12/17/2021	10-2560-415-00-71-100-13	Cafe Food Leggee		5,367.99	0022111237	10-2560-415-00-71-100-13
	60388	12/17/2021	10-2560-415-00-71-300-13	Cafe Food HS		46,750.46	0022111247	10-2560-415-00-71-300-13
	60388	12/17/2021	10-2560-415-00-72-110-13	Cafe Food Chesak		9,417.55	0022111257	10-2560-415-00-72-110-13
	60388	12/17/2021	10-2560-415-00-72-120-13	Cafe Food Martin		6,845.82	0022111267	10-2560-415-00-72-120-13
	60388	12/17/2021	10-2560-415-00-72-220-13	Cafe Food Marlowe		12,274.39	0022111277	10-2560-415-00-72-220-13
	60388	12/17/2021	10-2560-415-00-74-140-13	Cafe Food Mackeben		3,459.22	0022111287	10-2560-415-00-74-140-13
	60388	12/17/2021	10-2560-415-00-74-150-13	Cafe Food Conley		3,812.84	0022111297	10-2560-415-00-74-150-13
	60388	12/17/2021	10-2560-415-00-74-210-13	Cafe Food Heineman		7,842.41	0022111307	10-2560-415-00-74-210-13
	60668	1/14/2022	10-1120-410-09-74-210-13	Home Ec Heineman		91.61	0020220566	10-1120-410-09-74-210-13
					Total	$109,198.96		
Grainger								
	60123	12/3/2021	20-2542-410-00-79	Supplies B & G		344.10	0022110107	20-2542-410-00-79
					Total	$344.10		
Granite City HS								
	60220	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		350.00		10-1500-335-00-71-300-13
					Total	$350.00		
Grant Community H.S.								
	60669	1/14/2022	10-1543-640-00-71-305-13	Activities Fees		150.00		10-1543-640-00-71-305-13
					Total	$150.00		
Grayslake Central HS c/o Athletics								
	60221	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		300.00		10-1500-335-00-71-300-13
	60522	12/29/2021	10-1500-640-00-71-300-13	Sports Dues & Fees HS		350.00		10-1500-640-00-71-300-13
					Total	$650.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Grayslake North HS c/o Athletics								
	60222	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		855.00		10-1500-335-00-71-300-13
					Total	$855.00		
Groot, Douglas								
	60124	12/3/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$65.00		
Gullifor, Kateri								
	60314	12/17/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		251.55		10-1200-310-92-79-600-14
	60593	1/7/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service		103.82		10-1200-310-92-79-600-14
					Total	$355.37		
Hager, Joey								
	60223	12/10/2021	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Halloran & Yauch Inc								
	60393	12/17/2021	20-2542-323-00-79	Repairs & Maint Buildings		534.00	0020221406	20-2542-323-00-79
					Total	$534.00		
Harding, Elizabeth								
	42252	11/30/2021	10-1611-305	Student Food Svc - HS		-19.72		10-1611-305
					Total	($19.72)		
Harlem High School								
	60125	12/3/2021	10-1500-335-00-71-300-13	Conference Travel HS		300.00		10-1500-335-00-71-300-13
	60224	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		500.00		10-1500-335-00-71-300-13
					Total	$800.00		
Harman, Matt								
	60225	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		151.00		10-1500-319-00-71-300-13
					Total	$151.00		
Harris Bank N.A.								
	2021112208	11/30/2021	10-2523-319-00-79-600-14	Banking Fees		1,476.70		10-2523-319-00-79-600-14
	2021122208	12/31/2021	10-2523-319-00-79-600-14	Banking Fees		1,459.39		10-2523-319-00-79-600-14
					Total	$2,936.09		
Hartzog, Marisa								
	60315	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00		10-2310-230-00-74-500-14
					Total	$390.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Hawk, Brad								
	60394	12/17/2021	10-2642-390-00-74-500-14	Purchased Service Human Res		1,500.00	0020221544	10-2642-390-00-74-500-14
					Total	$1,500.00		
Hawk, Jill								
	60395	12/17/2021	10-2642-390-00-74-500-14	Purchased Service Human Res		1,500.00	0020221545	10-2642-390-00-74-500-14
					Total	$1,500.00		
Heinrich, Jennifer								
	60126	12/3/2021	40-2550-410-00-79	Office Supplies		20.00		40-2550-410-00-79
					Total	$20.00		
Henricksen, Clayton								
	60594	1/7/2022	10-2310-230-00-74-500-14	Tuition Reimbursement		780.00		10-2310-230-00-74-500-14
					Total	$780.00		
Hermanson, Neal								
	60523	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
					Total	$159.00		
Hershey Creamery Company								
	60226	12/10/2021	10-2560-415-00-72-220-13	Cafe Food Marlowe		1,162.04	0022111807	10-2560-415-00-72-220-13
	60226	12/10/2021	10-2560-415-00-74-210-13	Cafe Food Heineman		620.40	0022111817	10-2560-415-00-74-210-13
	60396	12/17/2021	10-2560-415-00-71-300-13	Cafe Food HS		212.70	0022111797	10-2560-415-00-71-300-13
	60670	1/14/2022	10-2560-415-00-71-300-13	Cafe Food HS		212.70	0022121797	10-2560-415-00-71-300-13
	60670	1/14/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe		919.85	0022121807	10-2560-415-00-72-220-13
					Total	$3,127.69		
HESPA								
	60127	12/3/2021	10462	HESPA Dues		4,373.22		10462
	60227	12/10/2021	10462	HESPA Dues		4,435.55		10462
	60524	12/29/2021	10462	HESPA Dues		4,421.78		10462
	60595	1/7/2022	10462	HESPA Dues		4,332.08		10462
					Total	$17,562.63		
Hewitt, Emily								
	60128	12/3/2021	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies		27.02		10-3000-410-84-79-605-14
					Total	$27.02		
Hodge, James								
	60489	12/17/2021	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Hoffman Estates HS								
	60129	12/3/2021	10-1500-335-00-71-300-13	Conference Travel HS		250.00		10-1500-335-00-71-300-13
					Total	$250.00		
Holling, Christopher								
	60228	12/10/2021	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
Home Depot Credit Services								
	60130	12/3/2021	20-2542-410-00-79	Supplies B & G		683.98	0022100067	20-2542-410-00-79
	60525	12/29/2021	20-2542-410-00-79	Supplies B & G		616.96	0022110067	20-2542-410-00-79
					Total	$1,300.94		
Home Depot Pro								
	60397	12/17/2021	20-2542-410-00-79	Supplies B & G		115.96	0020221455	20-2542-410-00-79
					Total	$115.96		
Hononeagh High School c/o Athletics								
	60229	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		200.00		10-1500-335-00-71-300-13
					Total	$200.00		
Hudl								
	60596	1/7/2022	10-1505-410-00-71-300-15	Basketball Boys Supplies HS		1,700.00	0020221461	10-1505-410-00-71-300-15
	60596	1/7/2022	10-1505-410-00-71-300-16	Basketball Girls Supplies HS		2,400.00	0020221460	10-1505-410-00-71-300-16
					Total	$4,100.00		
Hufcor Inc								
	992200182	1/7/2022	20-2542-323-00-79	Repairs & Maint Buildings		794.00	0020221381	20-2542-323-00-79
					Total	$794.00		
Huntington Appliance Service								
	60398	12/17/2021	10-1120-323-00-74-210-13	Repairs & Maintenance HMS		171.00	0020221595	10-1120-323-00-74-210-13
					Total	$171.00		
Huntley Chamber of Commerce								
	60399	12/17/2021	10-2321-640-00-74-500-14	Dues & Fees Supt		800.00	0020221590	10-2321-640-00-74-500-14
					Total	$800.00		
Huntley Public Library								
	60400	12/17/2021	10-2630-410-00-74-500-14	Communications Supplies		420.00	0020221537	10-2630-410-00-74-500-14
					Total	$420.00		
Huston, Michael								
	37430	11/30/2021	10-1100-323-00-79-600-14	1:1 Repairs		-33.25		10-1100-323-00-79-600-14
					Total	($33.25)		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
IASA -								
	59910	12/12/2021	10-2321-415-00-74-500-14	Community Supplies		-60.00	0020221299	10-2321-415-00-74-500-14
					Total	($60.00)		
IASA Kishwaukee Division								
	60401	12/17/2021	10-2633-360-00-74-500-14	Newsletter Printing		48.00	0020221591	10-2633-360-00-74-500-14
					Total	$48.00		
IASB								
	60402	12/17/2021	10-2520-332-00-74-500-14	Travel Fiscal		525.00	0020221311	10-2520-332-00-74-500-14
					Total	$525.00		
ID Wholesaler								
	60597	1/7/2022	10-2660-410-00-79-600-14	Supplies Tech		522.50	0020221637	10-2660-410-00-79-600-14
					Total	$522.50		
IDES								
	2021012712	12/31/2021	10-2310-383-00-74-500-14	Unemployment Insurance		18,298.67		10-2310-383-00-74-500-14
	202112312	12/31/2021	10-2310-383-00-74-500-14	Unemployment Insurance		2,399.00		10-2310-383-00-74-500-14
					Total	$20,697.67		
Illinois Architectural Glass								
	60526	12/29/2021	20-2542-410-00-79	Supplies B & G		13,468.00	0020220582	20-2542-410-00-79
					Total	$13,468.00		
Illinois ASCD								
	60403	12/17/2021	10-2323-640-00-74-500-14	Dues & Fees Curr & Inst		1,790.00	0020221408	10-2323-640-00-74-500-14
					Total	$1,790.00		
Illinois Communications Sales Inc								
	60230	12/10/2021	10-2546-323-00-79-600-14	Security Officer Repairs		505.00	0020221011	10-2546-323-00-79-600-14
	60230	12/10/2021	10-2546-490-00-79-600-14	Security Officer Supplies		645.00	0020221013	10-2546-490-00-79-600-14
					Total	$1,150.00		
Illinois State Police								
	60404	12/17/2021	10-2310-390-00-74-500-14	Purchased Service Board		2,000.00	0020221555	10-2310-390-00-74-500-14
					Total	$2,000.00		
Illinois Tollway Violation								
	60405	12/17/2021	40-2552-640-00-79	Dues & Fees		89.45	0020221562	40-2552-640-00-79
					Total	$89.45		
ILMEA State Office								
	60406	12/17/2021	10-1130-410-12-71-300-13	Music Supplies HS		699.00	0020221569	10-1130-410-12-71-300-13
					Total	$699.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
IMRF								
	202111906	11/30/2021	50454	IMRF & SS (Board)		460.31		50454
	2021122206	12/31/2021	50454	IMRF & SS (Board)		787.77		50454
	202112806	12/31/2021	50454	IMRF & SS (Board)		218,179.93		50454
	202112906	12/31/2021	50454	IMRF & SS (Board)		193,914.88		50454
					Total	$413,342.89		
Instrument Barn, The								
	60407	12/17/2021	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman		2,633.00	0020221440	10-1120-410-12-74-210-13
					Total	$2,633.00		
Issel, Robert								
	60671	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
IXL Learning Inc								
	60527	12/29/2021	10-1200-310-66-71-300-13	STEP Purchased Services		600.00	0020221332	10-1200-310-66-71-300-13
					Total	$600.00		
J.W. Pepper & Son Inc								
	60408	12/17/2021	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman		50.00	0020221470	10-1120-410-12-74-210-13
	60408	12/17/2021	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman		69.22	0020221357	10-1120-410-12-74-210-13
	60408	12/17/2021	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman		26.95	0020221358	10-1120-410-12-74-210-13
	60408	12/17/2021	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman		67.95	0020221596	10-1120-410-12-74-210-13
					Total	$214.12		
Jacobs High School c/o Athletics								
	60231	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		430.00		10-1500-335-00-71-300-13
	60231	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		325.00		10-1500-335-00-71-300-13
					Total	$755.00		
Jadeja, Ghanshyam								
	57722	1/4/2022	10-1792	HS Parking Fee		-100.00		10-1792
	60598	1/7/2022	10-1792	HS Parking Fee		100.00		10-1792
					Total	$0.00		
Jefferson High School								
	60131	12/3/2021	10-1500-335-00-71-300-13	Conference Travel HS		250.00		10-1500-335-00-71-300-13
					Total	$250.00		
Jensens Plumbing & Heating Inc								
	60409	12/17/2021	20-2542-323-00-79	Repairs & Maint Buildings		906.25	0020221362	20-2542-323-00-79
	60409	12/17/2021	20-2542-323-00-79	Repairs & Maint Buildings		777.40	0020221575	20-2542-323-00-79
					Total	$1,683.65		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
JF Consulting 12 - Assign								
	60528	12/29/2021	10-1500-640-00-71-300-13	Sports Dues & Fees HS		175.50		10-1500-640-00-71-300-13
					Total	$175.50		
Johnsburg High School								
	60232	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		400.00		10-1500-335-00-71-300-13
					Total	$400.00		
Jones School Supply								
	60410	12/17/2021	10-2410-410-00-74-210-13	Office Supplies Heineman		163.80	0020221597	10-2410-410-00-74-210-13
					Total	$163.80		
Jones, Kristin								
	60411	12/17/2021	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies		200.00	0020221359	10-1120-490-02-74-210-13
					Total	$200.00		
Jones, Michelle								
	36749	11/30/2021	10-1611-105	Student Food Svc - Leggee		-25.85		10-1611-105
					Total	($25.85)		
JPMorgan Chase Bank NA								
	2021122802	12/28/2021	60-5140-620	Interest on Bonds		14,792.25	0020221452	60-5140-620
	2021122802	12/28/2021	60-5200-610	Principal on Bonds		445,000.00	0020221452	60-5200-610
					Total	$459,792.25		
Kalfas, Tom								
	60529	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
	60672	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$265.00		
Kallas, Dana								
	60316	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00		10-2310-230-00-74-500-14
					Total	$390.00		
Kaneland High School								
	60233	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		200.00		10-1500-335-00-71-300-13
	60530	12/29/2021	10-1543-640-00-71-305-13	Activities Fees		50.00		10-1543-640-00-71-305-13
					Total	$250.00		
Karkow, Jim								
	60234	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		92.00		10-1500-319-00-71-300-13
	60531	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
					Total	$251.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Kastner, Nanette								
	60235	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Kelly, Jill								
	60317	12/17/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		63.28		10-1200-310-92-79-600-14
	60599	1/7/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service		49.17		10-1200-310-92-79-600-14
					Total	$112.45		
Kelm, John								
	60490	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
Kempf, Thomas								
	60600	1/7/2022	10-1130-410-00-71-300-13	Inst Supplies HS		142.64		10-1130-410-00-71-300-13
					Total	$142.64		
Kesseler, Ken								
	60236	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Khemjinda, Thanaphon								
	60237	12/10/2021	10-1611-105	Student Food Svc - Leggee		102.80		10-1611-105
					Total	$102.80		
Kielbasa, Joe								
	60491	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
	60532	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$159.00		
Kimley-Horn and Associates Inc								
	60412	12/17/2021	20-2540-310-00-79	Professional & Technical		7,168.20	0020221370	20-2540-310-00-79
	60412	12/17/2021	20-2540-310-00-79	Professional & Technical		859.64	0020221500	20-2540-310-00-79
					Total	$8,027.84		
King, David P								
	60673	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Klaja, Robin								
	60674	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Klein Thorpe & Jenkins Ltd								
	60132	12/3/2021	10-2310-318-00-74-500-14	Legal Board		25.50	0022091537	10-2310-318-00-74-500-14
					Total	$25.50		
Knotts, Heath								
	60318	12/17/2021	10-2520-332-00-74-500-14	Travel Fiscal		24.64		10-2520-332-00-74-500-14
					Total	$24.64		
Kobrick, Dawn								
	60133	12/3/2021	10-1200-310-66-71-300-13	STEP Purchased Services		87.30		10-1200-310-66-71-300-13
	60319	12/17/2021	10-1200-310-66-71-300-13	STEP Purchased Services		73.19		10-1200-310-66-71-300-13
	60601	1/7/2022	10-1200-310-66-71-300-13	STEP Purchased Services		98.95		10-1200-310-66-71-300-13
					Total	$259.44		
Komos, Laura								
	60602	1/7/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst		86.99		10-2210-490-00-74-500-14
					Total	$86.99		
Kowalski, Michelle								
	60238	12/10/2021	10-1611-305	Student Food Svc - HS		86.70		10-1611-305
					Total	$86.70		
K-Tech Inc								
	60413	12/17/2021	10-1120-323-00-74-210-13	Repairs & Maintenance HMS		61.00	0020221294	10-1120-323-00-74-210-13
					Total	$61.00		
Kuhn, Gregory								
	60603	1/7/2022	10-2310-230-00-74-500-14	Tuition Reimbursement		780.00		10-2310-230-00-74-500-14
					Total	$780.00		
LaCassa, Dolton								
	60414	12/17/2021	10-2630-410-00-74-500-14	Communications Supplies		40.00	0020221538	10-2630-410-00-74-500-14
					Total	$40.00		
Lake In The Hills Sanitary District								
	60533	12/29/2021	20-2540-370-00-79	Water/Sewer		72.00		20-2540-370-00-79
					Total	$72.00		
Lakeman, James								
	60492	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
	60675	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$212.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Laman, Mike								
	60493	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Landvick, Matthew								
	60320	12/17/2021	10-1500-332-00-71-300-13	Athletic Trips HS		89.60		10-1500-332-00-71-300-13
					Total	$89.60		
Larue, Mark								
	60239	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		92.00		10-1500-319-00-71-300-13
					Total	$92.00		
Lawson Products								
	60415	12/17/2021	20-2542-410-00-79	Supplies B & G		13.06	0020221471	20-2542-410-00-79
					Total	$13.06		
Leach Enterprises Inc								
	992200159	12/10/2021	40-2554-410-00-79	Fleet Supplies		1,238.71	0022100787	40-2554-410-00-79
	992200159	12/10/2021	40-2554-410-00-79	Fleet Supplies		-270.00	0022120787	40-2554-410-00-79
	992200159	12/10/2021	40-2554-410-00-79	Fleet Supplies		422.76	0022110787	40-2554-410-00-79
	992200159	12/10/2021	40-2554-410-00-79	Fleet Supplies		169.38	0022090787	40-2554-410-00-79
	992200159	12/10/2021	40-2554-410-00-79	Fleet Supplies		958.32	22110787	40-2554-410-00-79
	992200168	12/17/2021	40-2554-410-00-79	Fleet Supplies		2,682.08	0022120787	40-2554-410-00-79
	992200183	1/7/2022	40-2554-410-00-79	Fleet Supplies		2,391.98	0022010787	40-2554-410-00-79
					Total	$7,593.23		
Learning Technology Center								
	60416	12/17/2021	10-1110-410-00-72-120-13	Inst Supplies Martin		50.00	0020221345	10-1110-410-00-72-120-13
					Total	$50.00		
LearnWell								
	60417	12/17/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		553.28	0020221323	10-1200-310-92-79-600-14
	60417	12/17/2021	10-2130-310-00-79-600-14	Health Services		7,049.00	0020221352	10-2130-310-00-79-600-14
	60417	12/17/2021	10-4210-670-00-79-600-14	Reg Ed Out of District		532.00	0020221322	10-4210-670-00-79-600-14
					Total	$8,134.28		
Lesak, Lauren								
	60321	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00		10-2310-230-00-74-500-14
					Total	$390.00		
Letheby, Corey								
	60604	1/7/2022	20-2540-332-00-79	Travel		14.62		20-2540-332-00-79
					Total	$14.62		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Lewellyn, Dana								
	60240	12/10/2021	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
Licata, Sarah								
	42288	11/30/2021	10-1611-305	Student Food Svc - HS		-17.45		10-1611-305
					Total	($17.45)		
Lincoln National Life								
	60534	12/29/2021	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		72,666.89	0022120447	10-2310-220-00-79-600-14
	60676	1/14/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		84,042.75	0022010447	10-2310-220-00-79-600-14
					Total	$156,709.64		
Linden Oaks Tutoring Services								
	60418	12/17/2021	10-4210-670-00-79-600-14	Reg Ed Out of District		62.40	0020221605	10-4210-670-00-79-600-14
					Total	$62.40		
LionHeart Critical Power Specialists								
	60134	12/3/2021	20-2542-323-00-79	Repairs & Maint Buildings		3,924.00	0020221227	20-2542-323-00-79
	60419	12/17/2021	20-2542-323-00-79	Repairs & Maint Buildings		853.00	0020221464	20-2542-323-00-79
					Total	$4,777.00		
Lipscomb, Jeff								
	60494	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Little City Foundation								
	60241	12/10/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		10,988.08	0022100497	10-4220-670-00-79-600-14
	60535	12/29/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		9,831.44	0022110497	10-4220-670-00-79-600-14
					Total	$20,819.52		
LMC								
	60135	12/3/2021	20-2542-410-00-79	Supplies B & G		4,893.50	0020221006	20-2542-410-00-79
					Total	$4,893.50		
Lombardo, Tony								
	60677	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		139.00		10-1500-319-00-71-300-13
					Total	$139.00		
Lopshire, Dave								
	41394	11/30/2021	10-1500-319-00-71-300-13	Sports Officials HS		-68.00		10-1500-319-00-71-300-13
	60495	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	($1.00)		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Lowes								
	60420	12/17/2021	20-2542-410-00-79	Supplies B & G		1,525.20	0020221598	20-2542-410-00-79
					Total	$1,525.20		
Lyman, Tim								
	60242	12/10/2021	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
MacCrindle, Amy								
	58848	12/1/2021	10-2212-490-00-74-500-14	Ed Tech Supplies		-121.18		10-2212-490-00-74-500-14
	60136	12/3/2021	10-2212-490-00-74-500-14	Ed Tech Supplies		121.18		10-2212-490-00-74-500-14
	60605	1/7/2022	10-1100-421-00-74-500-14	Materials K-12		127.00		10-1100-421-00-74-500-14
					Total	$127.00		
MacGill & Co								
	60137	12/3/2021	10-2130-410-00-79-600-14	Supplies Health		50.93	0020220068	10-2130-410-00-79-600-14
	60560	12/29/2021	10-2130-410-00-79-600-14	Supplies Health		47.85	0020220068	10-2130-410-00-79-600-14
					Total	$98.78		
Maine East High School								
	60243	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		100.00		10-1500-335-00-71-300-13
					Total	$100.00		
Marchewka, Michael								
	60421	12/17/2021	20-2542-323-00-79	Repairs & Maint Buildings		1,500.00	0020221497	20-2542-323-00-79
					Total	$1,500.00		
Margiotta, Nicholas								
	60322	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00		10-2310-230-00-74-500-14
					Total	$390.00		
Marklund Children`s Home								
	60244	12/10/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		24,007.26	0022110507	10-4220-670-00-79-600-14
	60606	1/7/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		16,426.02	0022120507	10-4220-670-00-79-600-14
					Total	$40,433.28		
Martin, Mike								
	60536	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
Masi, Angela								
	60648	1/12/2022	10475	AP Payroll Net Checks		84.41		10475
					Total	$84.41		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Math Learning Center								
	60678	1/14/2022	10-1100-490-57-79-600-14	ESSER II Supplies		2,086.50	0020220327	10-1100-490-57-79-600-14
	60678	1/14/2022	10-1100-490-57-79-600-14	ESSER II Supplies		4,173.00	0020220323	10-1100-490-57-79-600-14
					Total	$6,259.50		
McGraw Hill School Education								
	60138	12/3/2021	10-1200-310-66-71-300-13	STEP Purchased Services		675.00	0020220227	10-1200-310-66-71-300-13
					Total	$675.00		
McHenry County College								
	60422	12/17/2021	10-1400-310-00-74-305-13	Voc Ed Tuition		20,866.00	0020221339	10-1400-310-00-74-305-13
					Total	$20,866.00		
McHenry High School West Campus								
	60245	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		315.00		10-1500-335-00-71-300-13
					Total	$315.00		
McKay, George								
	60246	12/10/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		92.00		10-1500-319-00-72-220-13
					Total	$92.00		
McKenney, Joshua								
	60139	12/3/2021	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
McMaster Carr Supply Co								
	60607	1/7/2022	20-2542-410-00-79	Supplies B & G		50.04	0022110287	20-2542-410-00-79
					Total	$50.04		
MDC Environmental Serv								
	60247	12/10/2021	20-2542-321-00-79	Sanitation/Exterminating		3,042.96	0022120117	20-2542-321-00-79
	60423	12/17/2021	20-2542-321-00-79	Sanitation/Exterminating		325.00	0020221582	20-2542-321-00-79
	60423	12/17/2021	20-2542-321-00-79	Sanitation/Exterminating		344.65	0020221312	20-2542-321-00-79
	60608	1/7/2022	20-2542-321-00-79	Sanitation/Exterminating		3,042.96	0022010117	20-2542-321-00-79
					Total	$6,755.57		
Menards Inc								
	60424	12/17/2021	20-2542-410-00-79	Supplies B & G		6.51	0022110127	20-2542-410-00-79
					Total	$6.51		
Metageek								
	60425	12/17/2021	10-2660-319-61-79-600-14	Software Maintenance		300.00	0020221496	10-2660-319-61-79-600-14
					Total	$300.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Metea Valley HS								
	60248	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		250.00		10-1500-335-00-71-300-13
					Total	$250.00		
Metro Prep								
	60140	12/3/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		8,959.64	0022101958	10-4220-670-00-79-600-14
	60537	12/29/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		9,431.20	0022111958	10-4220-670-00-79-600-14
					Total	$18,390.84		
Meyer, Sara								
	60323	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00		10-2310-230-00-74-500-14
					Total	$390.00		
Midland Paper								
	60426	12/17/2021	10-2410-410-00-71-300-14	Copier Paper & Toner HS		4,428.00	0020220081	10-2410-410-00-71-300-14
	60426	12/17/2021	10-2900-410-00-79-600-14	Copier Paper & Toner DO		2,922.48	0020221516	10-2900-410-00-79-600-14
	60538	12/29/2021	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee		1,461.24	0020220884	10-2410-410-00-71-100-14
					Total	$8,811.72		
Midland Standard Engineering & Testing								
	992200169	12/17/2021	20-2540-310-00-79	Professional & Technical		6,351.00	0020221346	20-2540-310-00-79
					Total	$6,351.00		
Midwest Computer Products								
	60427	12/17/2021	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot		225.00	0020221326	10-1125-390-90-79-600-14
	60427	12/17/2021	10-1125-410-90-79-600-14	Supplies Parent-Tot		275.00	0020221326	10-1125-410-90-79-600-14
	60427	12/17/2021	10-2660-410-00-79-600-14	Supplies Tech		244.21	0020220963	10-2660-410-00-79-600-14
					Total	$744.21		
Midwest Transit Equip Kankakee								
	60428	12/17/2021	40-2550-323-00-79	Repairs and Maintenance		53.58	0020221417	40-2550-323-00-79
	60428	12/17/2021	40-2554-410-00-79	Fleet Supplies		222.64	0020221563	40-2554-410-00-79
					Total	$276.22		
Miller Hall & Triggs								
	60539	12/29/2021	10-2310-318-00-74-500-14	Legal Board		497.89	0022101527	10-2310-318-00-74-500-14
					Total	$497.89		
Minnesota Clay								
	60141	12/3/2021	10-1120-410-02-72-220-13	Art Supplies Marlowe		1,556.78	0020221250	10-1120-410-02-72-220-13
	60141	12/3/2021	10-1120-410-02-74-210-13	Art Supplies Heineman		678.38	0020221250	10-1120-410-02-74-210-13
					Total	$2,235.16		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Minooka Community HS								
	60249	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		150.00		10-1500-335-00-71-300-13
					Total	$150.00		
Miraglia-Tex, Jen								
	60250	12/10/2021	10-1611-305	Student Food Svc - HS		40.25		10-1611-305
					Total	$40.25		
Moe, Brian								
	60679	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$106.00		
Moeller, Dave								
	60496	12/17/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$65.00		
Montini Catholic								
	60251	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		225.00		10-1500-335-00-71-300-13
					Total	$225.00		
Moore, Jeff M								
	60429	12/17/2021	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies		300.00	0020221360	10-1120-490-02-74-210-13
	60429	12/17/2021	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies		1,481.00	0020221539	10-1130-490-02-71-300-13
					Total	$1,781.00		
Moore, Kirk								
	60142	12/3/2021	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
Moran, Tonya								
	60609	1/7/2022	10-2210-640-92-79-605-14	IDEA Other Objects		225.00		10-2210-640-92-79-605-14
					Total	$225.00		
Moriarty, Justin								
	60497	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		92.00		10-1500-319-00-71-300-13
					Total	$92.00		
MPS Macmillan Holdings LLC								
	60430	12/17/2021	10-1130-420-00-71-300-13	HS Curriculum Textbooks		87.10	0020220805	10-1130-420-00-71-300-13
					Total	$87.10		
Mulch Center, The								
	992200184	1/7/2022	20-2543-410-00-79	Grounds Supplies		8,280.00	0020221652	20-2543-410-00-79
					Total	$8,280.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Murphy, Mark								
	60680	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Murren, Jason								
	60540	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$106.00		
MyBinding.com								
	60431	12/17/2021	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee		88.03	0020221501	10-1110-323-00-71-100-13
					Total	$88.03		
Nardi, Angelo								
	60143	12/3/2021	20-2540-410-00-79	Office Supplies B & G		69.99		20-2540-410-00-79
					Total	$69.99		
National Lift Truck Inc								
	992200170	12/17/2021	20-2542-323-00-79	Repairs & Maint Buildings		857.41	0020221583	20-2542-323-00-79
					Total	$857.41		
Natrop, Sam								
	60498	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
	60681	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$212.00		
NCPERS Group Life Ins								
	60252	12/10/2021	50454	IMRF & SS (Board)		16.00		50454
	60682	1/14/2022	50454	IMRF & SS (Board)		16.00		50454
					Total	$32.00		
NCTM								
	60144	12/3/2021	10-2210-490-00-74-500-14	Supplies Curr & Inst		207.48	0020220554	10-2210-490-00-74-500-14
					Total	$207.48		
Neuco								
	60145	12/3/2021	20-2542-410-00-79	Supplies B & G		635.07	0022100147	20-2542-410-00-79
	60610	1/7/2022	20-2542-410-00-79	Supplies B & G		223.53	0022120147	20-2542-410-00-79
	60610	1/7/2022	20-2542-410-00-79	Supplies B & G		337.95	0022100147	20-2542-410-00-79
					Total	$1,196.55		
New Connections Academy								
	60253	12/10/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		11,235.96	0022110607	10-4220-670-00-79-600-14
	60432	12/17/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		150.00	0022120607	10-4220-670-00-79-600-14
	60611	1/7/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		9,987.52	0022120607	10-4220-670-00-79-600-14
					Total	$21,373.48		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
New England Center for Children								
	60146	12/3/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		699.00	0022101057	10-1200-310-92-79-600-14
	60612	1/7/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service		699.00	0022121057	10-1200-310-92-79-600-14
					Total	$1,398.00		
North American Corporation								
	60254	12/10/2021	20-2542-410-00-79	Supplies B & G		8,875.17	0022120017	20-2542-410-00-79
	60433	12/17/2021	20-2542-323-00-79	Repairs & Maint Buildings		297.00	0020221369	20-2542-323-00-79
	60433	12/17/2021	20-2542-323-00-79	Repairs & Maint Buildings		177.50	0020221441	20-2542-323-00-79
	60683	1/14/2022	20-2542-410-00-79	Supplies B & G		7,208.51	0022110017	20-2542-410-00-79
	60683	1/14/2022	20-2542-410-00-79	Supplies B & G		5,405.91	0022010017	20-2542-410-00-79
					Total	$21,964.09		
Northwestern Illinois Association								
	60434	12/17/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		24,000.00	0020221508	10-4220-670-00-79-600-14
					Total	$24,000.00		
Norton, Gina								
	60147	12/3/2021	10-1200-310-66-71-300-13	STEP Purchased Services		110.04		10-1200-310-66-71-300-13
	60613	1/7/2022	10-1200-310-66-71-300-13	STEP Purchased Services		136.98		10-1200-310-66-71-300-13
					Total	$247.02		
Nuthalapati, Mahesh								
	60255	12/10/2021	10-1611-225	Student Food Svc - Marlowe		33.15		10-1611-225
					Total	$33.15		
Oak Park River Forest HS								
	60256	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		700.00		10-1500-335-00-71-300-13
					Total	$700.00		
Ochoa, Craig								
	60499	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Ombudsman								
	60435	12/17/2021	10-1130-314-06-71-305-13	Alternative School		83,175.00	0020221340	10-1130-314-06-71-305-13
					Total	$83,175.00		
Orange, Christopher								
	60257	12/10/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		92.00		10-1500-319-00-72-220-13
	60684	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
					Total	$251.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Oswego HS								
	60436	12/17/2021	10-1500-640-00-71-300-13	Sports Dues & Fees HS		300.00		10-1500-640-00-71-300-13
					Total	$300.00		
Otterby, Jeffery								
	60258	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Ottosen DiNolfo Hasenbalg & Castaldo Ltd								
	60541	12/29/2021	10-2310-318-00-74-500-14	Legal Board		1,277.58	0022090797	10-2310-318-00-74-500-14
	60541	12/29/2021	10-2310-318-00-74-500-14	Legal Board		2,777.34	0022100797	10-2310-318-00-74-500-14
	60541	12/29/2021	10-2310-318-00-74-500-14	Legal Board		2,897.58	0022110797	10-2310-318-00-74-500-14
					Total	$6,952.50		
Ouimette, Nicole								
	60148	12/3/2021	10-1993-215	Fine Arts - HMS		20.00		10-1993-215
					Total	$20.00		
P & M Distributors Inc								
	60437	12/17/2021	10-2560-415-00-71-300-13	Cafe Food HS		6,725.23	0020221447	10-2560-415-00-71-300-13
	60437	12/17/2021	10-2560-415-00-72-220-13	Cafe Food Marlowe		4,562.00	0020221447	10-2560-415-00-72-220-13
	60437	12/17/2021	10-2560-415-00-74-210-13	Cafe Food Heineman		2,296.37	0020221447	10-2560-415-00-74-210-13
					Total	$13,583.60		
Paddock Publications Inc								
	60438	12/17/2021	20-2540-350-00-79	Newspaper bids		135.70	0020221588	20-2540-350-00-79
					Total	$135.70		
PAHCS II Northwestern Med Occ Health								
	60259	12/10/2021	10-2642-390-00-74-500-14	Purchased Service Human Res		10.00	0022121547	10-2642-390-00-74-500-14
	60439	12/17/2021	10-1130-410-33-71-305-13	Academies Supplies		260.00	0020221446	10-1130-410-33-71-305-13
	60439	12/17/2021	40-2550-310-00-79	Prof & Tech Service Trans		1,060.00	0020221419	40-2550-310-00-79
	60685	1/14/2022	10-2130-220-00-79-600-14	Health Services Insurance		630.00	0022121547	10-2130-220-00-79-600-14
					Total	$1,960.00		
Panier, Molly								
	60614	1/7/2022	10-2210-640-92-79-605-14	IDEA Other Objects		225.00		10-2210-640-92-79-605-14
					Total	$225.00		
Partnering for Prevention LLC								
	60440	12/17/2021	10-1130-390-00-71-300-13	Consulting HS		4,692.50	0020221472	10-1130-390-00-71-300-13
					Total	$4,692.50		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Patlin Inc								
	60441	12/17/2021	40-2554-410-00-79	Fleet Supplies		641.29	0020221564	40-2554-410-00-79
					Total	$641.29		
Pauwels, Sheryl								
	60149	12/3/2021	10-1125-490-00-79-600-14	Supplies Preschool		46.97		10-1125-490-00-79-600-14
	60149	12/3/2021	10-3100-410-97-79-605-24	All Children Parental Supplies		215.13		10-3100-410-97-79-605-24
	60615	1/7/2022	10-2310-230-00-74-500-14	Tuition Reimbursement		160.00		10-2310-230-00-74-500-14
					Total	$422.10		
Pepsi-Cola Gen Bot Inc								
	60260	12/10/2021	10-2560-415-00-71-300-13	Cafe Food HS		86.32	0022121487	10-2560-415-00-71-300-13
	60260	12/10/2021	10-2560-415-00-71-300-13	Cafe Food HS		127.45	0022111487	10-2560-415-00-71-300-13
	60442	12/17/2021	10-2560-415-00-71-300-13	Cafe Food HS		1,713.46	0022121487	10-2560-415-00-71-300-13
	60616	1/7/2022	10-2560-415-00-71-300-13	Cafe Food HS		1,491.59	0022121487	10-2560-415-00-71-300-13
	60686	1/14/2022	10-2560-415-00-71-300-13	Cafe Food HS		1,692.22	0022011487	10-2560-415-00-71-300-13
					Total	$5,111.04		
Perry, Jessica								
	60617	1/7/2022	10-2310-230-00-74-500-14	Tuition Reimbursement		520.00		10-2310-230-00-74-500-14
					Total	$520.00		
Petersen, Matthew								
	60542	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		109.00		10-1500-319-00-71-300-13
					Total	$109.00		
Peterson, Kristin								
	60150	12/3/2021	10-1200-310-66-71-300-13	STEP Purchased Services		81.37		10-1200-310-66-71-300-13
	60324	12/17/2021	10-1200-310-66-71-300-13	STEP Purchased Services		140.28		10-1200-310-66-71-300-13
					Total	$221.65		
Petty Cash-HHS SpEd								
	60261	12/10/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		60.00		10-1200-310-92-79-600-14
	60543	12/29/2021	10-1200-410-92-79-600-14	IDEA Instructional Supplies		148.85		10-1200-410-92-79-600-14
					Total	$208.85		
Petty Cash-Marlowe SNAP								
	60618	1/7/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies		209.06		10-1200-410-92-79-600-14
					Total	$209.06		
Pinter, William								
	60262	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
	60544	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
					Total	$265.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Porcelli, Elizabeth								
	42317	11/30/2021	10-1611-305	Student Food Svc - HS		-22.70		10-1611-305
					Total	($22.70)		
Porter Pipe & Supply								
	60443	12/17/2021	20-2542-410-00-79	Supplies B & G		325.13	0020221407	20-2542-410-00-79
	60443	12/17/2021	20-2542-410-00-79	Supplies B & G		231.04	0020221609	20-2542-410-00-79
					Total	$556.17		
Positive Physics LLC								
	60444	12/17/2021	10-1130-410-13-71-300-13	Science Supplies HS		699.00	0020221382	10-1130-410-13-71-300-13
					Total	$699.00		
Postmaster								
	202111212	11/30/2021	10-1520-410-30-71-305-13	HS Newspaper Supplies		675.91		10-1520-410-30-71-305-13
	2021112212	11/30/2021	10-1520-410-30-71-305-13	HS Newspaper Supplies		675.91		10-1520-410-30-71-305-13
	2021121412	12/31/2021	10-1520-410-30-71-305-13	HS Newspaper Supplies		676.38		10-1520-410-30-71-305-13
					Total	$2,028.20		
PrioHealth								
	60445	12/17/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		1,043.00	0020221327	10-1200-310-92-79-600-14
					Total	$1,043.00		
ProCare Therapy								
	60446	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		1,505.00	0020221448	10-1101-310-00-79-605-14
	60446	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		2,800.00	0020221366	10-1101-310-00-79-605-14
	60446	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		2,800.00	0020221328	10-1101-310-00-79-605-14
					Total	$7,105.00		
R & G Consultants Inc								
	60447	12/17/2021	10-2520-310-00-74-500-14	Prof & Tech Fiscal		2,117.65	0020221573	10-2520-310-00-74-500-14
					Total	$2,117.65		
Raethz, Steven								
	60325	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		1,125.00		10-2310-230-00-74-500-14
					Total	$1,125.00		
RAILS								
	60448	12/17/2021	10-158	Activity Funds		403.00	0020221473	10-158
					Total	$403.00		
Reckamp, Margaret								
	60619	1/7/2022	10-2210-640-92-79-605-14	IDEA Other Objects		225.00		10-2210-640-92-79-605-14
					Total	$225.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Reed, Richard								
	60151	12/3/2021	10-2560-410-00-71-300-13	Cafe Supplies HS		225.23		10-2560-410-00-71-300-13
	60151	12/3/2021	10-2560-415-00-71-300-13	Cafe Food HS		165.05		10-2560-415-00-71-300-13
	60326	12/17/2021	10-2560-415-00-74-210-13	Cafe Food Heineman		66.46		10-2560-415-00-74-210-13
	60326	12/17/2021	10-2561-332-00-79-605-14	Dir Food Service Travel		70.56		10-2561-332-00-79-605-14
					Total	$527.30		
Reedy, Jerry								
	60263	12/10/2021	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
	60500	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
	60687	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
					Total	$330.00		
Regan, Bridget								
	60620	1/7/2022	10-1543-332-00-71-305-13	Activities Travel		157.92		10-1543-332-00-71-305-13
					Total	$157.92		
Remack, Julie								
	36795	11/30/2021	10-1611-215	Student Food Svc - Heineman		-6.70		10-1611-215
					Total	($6.70)		
Renkosik, Doug								
	60152	12/3/2021	20-2540-332-00-79	Travel		240.24		20-2540-332-00-79
	60621	1/7/2022	20-2540-332-00-79	Travel		207.40		20-2540-332-00-79
					Total	$447.64		
Revtrak, Inc.								
	202111808	11/30/2021	10-2523-319-00-79-600-14	Banking Fees		1,139.69	1060	10-2523-319-00-79-600-14
	202112808	12/31/2021	10-2523-319-00-79-600-14	Banking Fees		860.32	1160	10-2523-319-00-79-600-14
					Total	$2,000.01		
Rex Radiator & Welding Co								
	60622	1/7/2022	40-2554-410-00-79	Fleet Supplies		515.00	0020221741	40-2554-410-00-79
					Total	$515.00		
Reynolds Club RC U of C Science Olympiad								
	60545	12/29/2021	10-1543-640-00-71-305-13	Activities Fees		200.00		10-1543-640-00-71-305-13
					Total	$200.00		
Richardson, Elizabeth								
	60327	12/17/2021	10-1120-410-13-74-210-06	Heineman Science Supplies 6		30.32		10-1120-410-13-74-210-06
					Total	$30.32		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Ricker, Krysta								
	60328	12/17/2021	10-1110-332-00-71-100-13	Teacher Travel Leggee		27.05		10-1110-332-00-71-100-13
					Total	$27.05		
Riddell/All American								
	992200171	12/17/2021	10-1500-323-00-71-300-13	Reconditioning		13,458.27	0020221341	10-1500-323-00-71-300-13
	992200171	12/17/2021	10-1514-410-00-71-300-15	Football Boys Supplies HS		15,186.30	0020221342	10-1514-410-00-71-300-15
					Total	$28,644.57		
Ritter, Ron								
	60688	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Rivera Jr, Rafael								
	60689	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		139.00		10-1500-319-00-71-300-13
					Total	$139.00		
Riveredge Hospital								
	60449	12/17/2021	10-4210-670-00-79-600-14	Reg Ed Out of District		300.00	0020221456	10-4210-670-00-79-600-14
	60449	12/17/2021	10-4210-670-00-79-600-14	Reg Ed Out of District		300.00	0020221556	10-4210-670-00-79-600-14
					Total	$600.00		
Rivers, Ryann								
	60153	12/3/2021	10-1993-215	Fine Arts - HMS		5.00		10-1993-215
					Total	$5.00		
Rocco Z Music LLC								
	60450	12/17/2021	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee		358.00	0020221511	10-1110-323-00-71-100-13
	60450	12/17/2021	10-1110-410-00-72-120-13	Inst Supplies Martin		458.00	0020221546	10-1110-410-00-72-120-13
					Total	$816.00		
Rock N Kids, Inc								
	60451	12/17/2021	10-1125-410-90-79-600-14	Supplies Parent-Tot		400.00	0020221510	10-1125-410-90-79-600-14
					Total	$400.00		
Rockford Auburn High School								
	60154	12/3/2021	10-1500-335-00-71-300-13	Conference Travel HS		250.00		10-1500-335-00-71-300-13
	60264	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		600.00		10-1500-335-00-71-300-13
					Total	$850.00		
Rockford East High School								
	60265	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		215.00		10-1500-335-00-71-300-13
					Total	$215.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Rodriguez, Tom								
	60623	1/7/2022	10-2520-332-00-74-500-14	Travel Fiscal		28.34		10-2520-332-00-74-500-14
					Total	$28.34		
Rogers Athletic Co								
	60624	1/7/2022	10-1500-550-00-71-300-13	HS Athletics Eqpt		9,265.00	0020220198	10-1500-550-00-71-300-13
					Total	$9,265.00		
Rolling Meadows HS								
	60266	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		525.00		10-1500-335-00-71-300-13
					Total	$525.00		
Romero, Kathryn								
	60329	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00		10-2310-230-00-74-500-14
					Total	$390.00		
Royal Pipe & Supply inc								
	992200172	12/17/2021	20-2542-410-00-79	Supplies B & G		178.77	0020221454	20-2542-410-00-79
					Total	$178.77		
Rush Truck Center Huntley								
	60267	12/10/2021	40-2554-410-00-79	Fleet Supplies		1,198.22	0022110747	40-2554-410-00-79
	60452	12/17/2021	40-2550-323-00-79	Repairs and Maintenance		-5,450.91	0022110737	40-2550-323-00-79
	60452	12/17/2021	40-2554-410-00-79	Fleet Supplies		293.60	0020221420	40-2554-410-00-79
	60452	12/17/2021	40-2554-410-00-79	Fleet Supplies		6,637.17	0020221565	40-2554-410-00-79
	60452	12/17/2021	40-2554-410-00-79	Fleet Supplies		504.52	0022110747	40-2554-410-00-79
	60625	1/7/2022	40-2554-410-00-79	Fleet Supplies		292.17	0022010747	40-2554-410-00-79
	60690	1/14/2022	40-2550-323-00-79	Repairs and Maintenance		159.00	0022080737	40-2550-323-00-79
	60690	1/14/2022	40-2554-410-00-79	Fleet Supplies		1,488.53	0022010747	40-2554-410-00-79
					Total	$5,122.30		
Ryan, Debra								
	60330	12/17/2021	10-2210-640-92-79-605-14	IDEA Other Objects		225.00		10-2210-640-92-79-605-14
					Total	$225.00		
Ryan, Eric								
	60546	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		58.00		10-1500-319-00-71-300-13
					Total	$58.00		
Sabie, Haley								
	60331	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00		10-2310-230-00-74-500-14
					Total	$390.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Saint Viator H.S. c/o Athletics								
	60155	12/3/2021	10-1500-335-00-71-300-13	Conference Travel HS		250.00		10-1500-335-00-71-300-13
					Total	$250.00		
Sampson-Bach, Nancy								
	40630	11/30/2021	10-1611-305	Student Food Svc - HS		-57.35		10-1611-305
					Total	($57.35)		
Samreen, Ghazia								
	37492	11/30/2021	10-1811-115	Registration Fee Chesak		-155.00		10-1811-115
					Total	($155.00)		
Sanchez, Kirsten								
	60332	12/17/2021	10-2310-230-00-74-500-14	Tuition Reimbursement		359.20		10-2310-230-00-74-500-14
					Total	$359.20		
Sandwich HS c/o Athletics								
	60268	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		200.00		10-1500-335-00-71-300-13
					Total	$200.00		
Santas Village LLC								
	60156	12/3/2021	20-2542-322-00-79-605-14	Snow Removal		3,400.00	0022100247	20-2542-322-00-79-605-14
	60626	1/7/2022	20-2542-322-00-79-605-14	Snow Removal		13,366.00	0022100247	20-2542-322-00-79-605-14
	60691	1/14/2022	20-2542-322-00-79-605-14	Snow Removal		22,329.00	0022100247	20-2542-322-00-79-605-14
					Total	$39,095.00		
Sara, Lindsay								
	60157	12/3/2021	10-1200-310-66-71-300-13	STEP Purchased Services		86.02		10-1200-310-66-71-300-13
	60333	12/17/2021	10-1200-310-66-71-300-13	STEP Purchased Services		96.71		10-1200-310-66-71-300-13
	60627	1/7/2022	10-1200-310-66-71-300-13	STEP Purchased Services		89.04		10-1200-310-66-71-300-13
					Total	$271.77		
Sauer, Julian								
	60158	12/3/2021	20-2542-410-00-79	Supplies B & G		100.00		20-2542-410-00-79
					Total	$100.00		
Schaumburg HS								
	60269	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		200.00		10-1500-335-00-71-300-13
					Total	$200.00		
Scheiblein, Austin								
	60270	12/10/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$65.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Schindler, Jim								
	60692	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
Schlapia, Monica								
	42336	11/30/2021	10-1611-305	Student Food Svc - HS		-7.65		10-1611-305
					Total	($7.65)		
Schmuhl, Jessica								
	60334	12/17/2021	10-1120-410-09-72-220-13	Home Ec Marlowe		165.00		10-1120-410-09-72-220-13
	60628	1/7/2022	10-1120-410-09-72-220-13	Home Ec Marlowe		66.66		10-1120-410-09-72-220-13
					Total	$231.66		
Scholastic Inc								
	60453	12/17/2021	10-1120-410-00-72-220-13	Inst Supplies Marlowe		209.44	0020221502	10-1120-410-00-72-220-13
	60453	12/17/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		281.82	0020221512	10-1200-310-92-79-600-14
					Total	$491.26		
School Health Corporation								
	60159	12/3/2021	10-2130-410-00-79-600-14	Supplies Health		79.45	0020220066	10-2130-410-00-79-600-14
	60159	12/3/2021	10-2546-490-00-79-600-14	Security Officer Supplies		90.92	0020220837	10-2546-490-00-79-600-14
	60271	12/10/2021	10-1200-410-66-71-300-13	STEP Supplies		50.28	0020220297	10-1200-410-66-71-300-13
	60547	12/29/2021	10-2130-410-00-79-600-14	Supplies Health		79.45	0020220064	10-2130-410-00-79-600-14
	60547	12/29/2021	10-2130-410-00-79-600-14	Supplies Health		88.73	0020220060	10-2130-410-00-79-600-14
					Total	$388.83		
School Specialty LLC								
	992200177	12/29/2021	10-1120-710-00-74-210-13	Heineman Non-Capitalized Eqpt		672.15	0020221246	10-1120-710-00-74-210-13
					Total	$672.15		
Schoolbells Ltd								
	60454	12/17/2021	40-2552-331-00-79	Contracted Transportation		24,263.00	0020221570	40-2552-331-00-79
	60629	1/7/2022	40-2552-331-00-79	Contracted Transportation		18,314.00	0020221742	40-2552-331-00-79
					Total	$42,577.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Schuring & Schuring								
	60455	12/17/2021	10-2560-415-00-71-100-13	Cafe Food Leggee		2,238.98	0022111317	10-2560-415-00-71-100-13
	60455	12/17/2021	10-2560-415-00-71-300-13	Cafe Food HS		2,725.26	0022111327	10-2560-415-00-71-300-13
	60455	12/17/2021	10-2560-415-00-72-110-13	Cafe Food Chesak		1,775.74	0022111373	10-2560-415-00-72-110-13
	60455	12/17/2021	10-2560-415-00-72-120-13	Cafe Food Martin		1,092.90	0022111374	10-2560-415-00-72-120-13
	60455	12/17/2021	10-2560-415-00-72-220-13	Cafe Food Marlowe		994.07	0022111375	10-2560-415-00-72-220-13
	60455	12/17/2021	10-2560-415-00-74-140-13	Cafe Food Mackeben		1,369.26	0022111367	10-2560-415-00-74-140-13
	60455	12/17/2021	10-2560-415-00-74-150-13	Cafe Food Conley		1,387.04	0022111377	10-2560-415-00-74-150-13
	60455	12/17/2021	10-2560-415-00-74-210-13	Cafe Food Heineman		911.06	0022111387	10-2560-415-00-74-210-13
					Total	$12,494.31		
Schuring & Schuring Inc								
	60693	1/14/2022	10-2560-415-00-71-100-13	Cafe Food Leggee		1,642.08	0022121317	10-2560-415-00-71-100-13
	60693	1/14/2022	10-2560-415-00-71-300-13	Cafe Food HS		1,764.26	0022121327	10-2560-415-00-71-300-13
	60693	1/14/2022	10-2560-415-00-72-110-13	Cafe Food Chesak		1,399.34	0022121373	10-2560-415-00-72-110-13
	60693	1/14/2022	10-2560-415-00-72-120-13	Cafe Food Martin		1,535.82	0022121374	10-2560-415-00-72-120-13
	60693	1/14/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe		884.55	0022121375	10-2560-415-00-72-220-13
	60693	1/14/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben		1,036.43	0022121367	10-2560-415-00-74-140-13
	60693	1/14/2022	10-2560-415-00-74-150-13	Cafe Food Conley		988.41	0022121377	10-2560-415-00-74-150-13
	60693	1/14/2022	10-2560-415-00-74-210-13	Cafe Food Heineman		895.21	0022121387	10-2560-415-00-74-210-13
					Total	$10,146.10		
Schwerzler, Therese								
	60335	12/17/2021	10-2410-332-00-71-300-13	Prin Travel HS		21.28		10-2410-332-00-71-300-13
	60630	1/7/2022	10-2410-332-00-71-300-13	Prin Travel HS		9.24		10-2410-332-00-71-300-13
					Total	$30.52		
Secretary of State								
	60506	12/20/2021	40-2552-640-00-79	Dues & Fees		1,100.00	0020221645	40-2552-640-00-79
					Total	$1,100.00		
SEDOM of McHenry County								
	60456	12/17/2021	10-4210-670-00-79-600-14	Reg Ed Out of District		240.00	0020221581	10-4210-670-00-79-600-14
					Total	$240.00		
Sherwin Williams Co								
	60457	12/17/2021	20-2542-410-00-79	Supplies B & G		46.79	0020221474	20-2542-410-00-79
					Total	$46.79		
Shi, Haihong								
	60160	12/3/2021	10-2520-332-00-74-500-14	Travel Fiscal		42.56		10-2520-332-00-74-500-14
	60336	12/17/2021	10-2520-332-00-74-500-14	Travel Fiscal		38.08		10-2520-332-00-74-500-14
					Total	$80.64		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Shopbot Tools, Inc.								
	992200191	1/14/2022	10-1400-500-64-71-305-13	PerkinsCapital Eqpt		7,532.78	0020220435	10-1400-500-64-71-305-13
					Total	$7,532.78		
Smigiel, Allan								
	60548	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
					Total	$159.00		
Smith, Erica								
	60161	12/3/2021	10-1993-215	Fine Arts - HMS		20.00		10-1993-215
					Total	$20.00		
Smith, Sandra								
	60337	12/17/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		56.50		10-1200-310-92-79-600-14
					Total	$56.50		
Sobeski, Scott								
	60501	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
South Elgin HS c/o Jane/Athletics								
	60272	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		200.00		10-1500-335-00-71-300-13
					Total	$200.00		
Southpaw Enterprises								
	60549	12/29/2021	10-1200-410-92-79-600-14	IDEA Instructional Supplies		224.58	0020220902	10-1200-410-92-79-600-14
					Total	$224.58		
Specialized Data Systems Inc								
	60458	12/17/2021	10-2520-410-00-74-500-14	Supplies Fiscal		166.00	0020221409	10-2520-410-00-74-500-14
					Total	$166.00		
Sperling, Gina								
	37506	11/30/2021	10-1100-323-00-79-600-14	1:1 Repairs		-33.25		10-1100-323-00-79-600-14
					Total	($33.25)		
Stark & Son Trenching Inc								
	60459	12/17/2021	20-2543-323-00-79	Repairs-Grounds		2,505.74	0020221457	20-2543-323-00-79
					Total	$2,505.74		
Steen, Randy								
	60273	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Stephan, Mark								
	60274	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
	60502	12/17/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
					Total	$118.00		
Stephenson, Michael								
	60275	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
					Total	$53.00		
Stepping Stones Group								
	60460	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		2,025.00	0020221449	10-1101-310-00-79-605-14
	60460	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		1,860.00	0020221602	10-1101-310-00-79-605-14
					Total	$3,885.00		
Stiff, Brady								
	60550	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
	60694	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$265.00		
Streamwood Behavioral Health								
	60461	12/17/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		385.00	0020221329	10-1200-310-92-79-600-14
					Total	$385.00		
Sturm, Steven								
	60631	1/7/2022	10475	AP Payroll Net Checks		125.00		10475
					Total	$125.00		
Summit School Inc								
	60276	12/10/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		3,991.77	0022110527	10-4220-670-00-79-600-14
	60632	1/7/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		3,052.53	0022120527	10-4220-670-00-79-600-14
					Total	$7,044.30		
Sunbelt Rentals, Inc.								
	60462	12/17/2021	10-1130-410-00-71-300-13	Inst Supplies HS		266.74	0020221498	10-1130-410-00-71-300-13
					Total	$266.74		
Sunbelt Staffing LLC								
	60463	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		3,120.00	0020221509	10-1101-310-00-79-605-14
	60463	12/17/2021	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		58,284.00	0020221421	10-1101-310-00-79-605-14
					Total	$61,404.00		
Sunrise Southwest LLC								
	60464	12/17/2021	40-2552-331-00-79	Contracted Transportation		3,182.80	0020221356	40-2552-331-00-79
					Total	$3,182.80		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Supporting Success for Children with								
	60465	12/17/2021	10-1200-410-92-79-600-14	IDEA Instructional Supplies		67.45	0020221364	10-1200-410-92-79-600-14
					Total	$67.45		
Talerico Martin Corp								
	60277	12/10/2021	10-2560-415-00-71-300-13	Cafe Food HS		105.24	0022100378	10-2560-415-00-71-300-13
	60277	12/10/2021	10-2560-415-00-71-300-13	Cafe Food HS		1,148.00	0022080378	10-2560-415-00-71-300-13
	60277	12/10/2021	10-2560-415-00-71-300-13	Cafe Food HS		2,082.16	0022110378	10-2560-415-00-71-300-13
	60466	12/17/2021	10-2560-415-00-71-100-13	Cafe Food Leggee		34.96	0020221367	10-2560-415-00-71-100-13
	60466	12/17/2021	10-2560-415-00-72-110-13	Cafe Food Chesak		66.16	0020221367	10-2560-415-00-72-110-13
	60466	12/17/2021	10-2560-415-00-72-120-13	Cafe Food Martin		34.96	0020221367	10-2560-415-00-72-120-13
	60466	12/17/2021	10-2560-415-00-74-140-13	Cafe Food Mackeben		17.48	0020221367	10-2560-415-00-74-140-13
	60466	12/17/2021	10-2560-415-00-74-150-13	Cafe Food Conley		105.62	0020221367	10-2560-415-00-74-150-13
	60695	1/14/2022	10-2560-415-00-71-300-13	Cafe Food HS		2,126.40	0022120378	10-2560-415-00-71-300-13
	60695	1/14/2022	10-2560-415-00-71-300-13	Cafe Food HS		839.68	0022010378	10-2560-415-00-71-300-13
					Total	$6,560.66		
Taylor, David								
	60278	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Teacher Synergy LLC								
	60467	12/17/2021	10-1200-310-66-71-300-13	STEP Purchased Services		1,800.00	0020221334	10-1200-310-66-71-300-13
					Total	$1,800.00		
Teachers Retirement System								
	2021112205	11/30/2021	10451	TRS Payable		240,622.22		10451
	2021112205	11/30/2021	10468	TRS Health Ins		39,847.55		10468
	202111905	11/30/2021	10451	TRS Payable		247,882.41		10451
	202111905	11/30/2021	10468	TRS Health Ins		40,010.22		10468
	2021122105	12/31/2021	10451	TRS Payable		231,980.24		10451
	2021122105	12/31/2021	10468	TRS Health Ins		38,473.44		10468
	202112905	12/31/2021	10451	TRS Payable		229,946.96		10451
	202112905	12/31/2021	10468	TRS Health Ins		38,140.38		10468
					Total	$1,106,903.42		
Team Reil Inc								
	60162	12/3/2021	20-2543-323-00-79	Repairs-Grounds		5,289.90	0020221001	20-2543-323-00-79
	60279	12/10/2021	20-2543-323-00-79	Repairs-Grounds		22,189.00	0020220121	20-2543-323-00-79
	60551	12/29/2021	20-2543-323-00-79	Repairs-Grounds		1,249.40	0020220419	20-2543-323-00-79
					Total	$28,728.30		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Tennant Sales and Service								
	60177	12/3/2021	20-2542-410-00-79	Supplies B & G		356.40	0020221305	20-2542-410-00-79
					Total	$356.40		
Terry, James								
	60280	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		92.00		10-1500-319-00-71-300-13
					Total	$92.00		
Tetrev, Amy Jo								
	60633	1/7/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies		78.90		10-1200-410-92-79-600-14
					Total	$78.90		
Texthelp Inc								
	60468	12/17/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		17,100.00	0020221442	10-1200-310-92-79-600-14
					Total	$17,100.00		
The Huntley Education Association								
	2021111612	11/30/2021	10460	IEA Dues Payable		27,280.00		10460
	2021112212	11/30/2021	10460	IEA Dues Payable		27,120.00		10460
	2021121512	12/31/2021	10460	IEA Dues Payable		27,247.16		10460
	2021122812	12/31/2021	10460	IEA Dues Payable		27,247.16		10460
					Total	$108,894.32		
Thermosystems Building System								
	992200151	12/3/2021	20-2542-410-00-79	Supplies B & G		813.34	0020220583	20-2542-410-00-79
	992200173	12/17/2021	20-2542-390-00-79	Other Purchased Service		5,762.25	0020221607	20-2542-390-00-79
	992200185	1/7/2022	20-2542-323-00-79	Repairs & Maint Buildings		2,877.00	0020221347	20-2542-323-00-79
					Total	$9,452.59		
Thinnes, Roger								
	60281	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		120.00		10-1500-319-00-71-300-13
					Total	$120.00		
Thomson Reuters								
	60282	12/10/2021	10-2660-470-00-79-600-14	Software Technology		1,015.35	0022120307	10-2660-470-00-79-600-14
					Total	$1,015.35		
Tischer, Diane								
	42174	11/30/2021	10-1120-399-00-74-210-13	Student Field Trips		-79.00		10-1120-399-00-74-210-13
					Total	($79.00)		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
T-Mobile								
	60164	12/3/2021	20-2540-340-00-79	Telephone - Districtwide		2,775.00	0022090357	20-2540-340-00-79
	60164	12/3/2021	20-2540-340-00-79	Telephone - Districtwide		2,775.00	0022100357	20-2540-340-00-79
	60469	12/17/2021	20-2540-340-00-79	Telephone - Districtwide		2,550.00	0022120357	20-2540-340-00-79
	60634	1/7/2022	20-2540-340-00-79	Telephone - Districtwide		3,000.00	0022120357	20-2540-340-00-79
					Total	$11,100.00		
Torres, Miguel								
	60552	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Trane								
	992200174	12/17/2021	20-2542-390-00-79	Other Purchased Service		2,228.75	0020221313	20-2542-390-00-79
					Total	$2,228.75		
Translation Today Network Inc								
	60470	12/17/2021	10-1200-310-92-79-600-14	IDEA General Purchased Service		214.56	0020221330	10-1200-310-92-79-600-14
					Total	$214.56		
Tredroc Tire Services LLC								
	60283	12/10/2021	40-2554-410-00-79	Fleet Supplies		1,297.24	0022080837	40-2554-410-00-79
	60635	1/7/2022	40-2554-410-00-79	Fleet Supplies		99.95	0022120837	40-2554-410-00-79
					Total	$1,397.19		
Trewartha, Dave								
	60284	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Trickster Art Gallery								
	60471	12/17/2021	10-2213-310-00-79-600-14	Special Svcs Pur Svc		750.00	0020221458	10-2213-310-00-79-600-14
					Total	$750.00		
Trubitt, Randy								
	60165	12/3/2021	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
TSA Consulting Group Inc								
	2021111603	11/30/2021	10455	Annuities Payable		68,827.12		10455
	2021112203	11/30/2021	10455	Annuities Payable		70,739.62		10455
	2021121503	12/31/2021	10455	Annuities Payable		71,974.62		10455
	2021122803	12/31/2021	10455	Annuities Payable		69,854.26		10455
					Total	$281,395.62		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Tyler Technologies Inc								
	60472	12/17/2021	40-2554-410-00-79	Fleet Supplies		3,484.00	0020221566	40-2554-410-00-79
					Total	$3,484.00		
U.S. Bank								
	2021122803	12/28/2021	30-5320-610	Principal on Bonds		7,595,000.00	0020221577	30-5320-610
					Total	$7,595,000.00		
UMB Bank NA								
	2021122804	12/28/2021	30-5220-620	Interest on Bonds		447,337.50	0020221451	30-5220-620
	60473	12/17/2021	30-5900-690	Bond Service Charge		300.00	0020221450	30-5900-690
	60473	12/17/2021	30-5900-690	Bond Service Charge		318.00	0020221375	30-5900-690
					Total	$447,955.50		
United Way of McHenry Co								
	60166	12/3/2021	10461	United Way Payable		11.43		10461
	60285	12/10/2021	10461	United Way Payable		11.43		10461
	60553	12/29/2021	10461	United Way Payable		11.43		10461
	60636	1/7/2022	10461	United Way Payable		11.43		10461
					Total	$45.72		
Verizon Wireless								
	60167	12/3/2021	20-2540-340-00-79	Telephone - Districtwide		5,030.31	0022111607	20-2540-340-00-79
	60286	12/10/2021	20-2540-340-00-79	Telephone - Districtwide		126.44	0022101607	20-2540-340-00-79
	60637	1/7/2022	20-2540-340-00-79	Telephone - Districtwide		5,415.41	0022121607	20-2540-340-00-79
					Total	$10,572.16		
VILLAGE OF ALGONQUIN								
	60168	12/3/2021	20-2540-370-00-79	Water/Sewer		3,330.90		20-2540-370-00-79
	60287	12/10/2021	20-2546-310-00-71-305	Resource Officer		9,807.48	0022120137	20-2546-310-00-71-305
	60474	12/17/2021	10-2561-640-00-79-600-14	Dir Food Service Dues & Fees		12.00	0020221368	10-2561-640-00-79-600-14
	60638	1/7/2022	20-2540-370-00-79	Water/Sewer		3,132.52		20-2540-370-00-79
					Total	$16,282.90		
Village of Huntley								
	60288	12/10/2021	20-2546-310-00-71-305	Resource Officer		6,167.72	0022111517	20-2546-310-00-71-305
	60475	12/17/2021	20-2546-310-00-71-305	Resource Officer		6,167.72	0022121517	20-2546-310-00-71-305
	60475	12/17/2021	20-2546-310-00-71-305	Resource Officer		292.50	0020221557	20-2546-310-00-71-305
	60554	12/29/2021	20-2540-370-00-79	Water/Sewer		9,260.43		20-2540-370-00-79
					Total	$21,888.37		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Village of Lake in the Hills								
	60289	12/10/2021	20-2546-310-00-71-305	Resource Officer		5,951.00	0022090687	20-2546-310-00-71-305
	60289	12/10/2021	20-2546-310-00-71-305	Resource Officer		5,951.00	0022080687	20-2546-310-00-71-305
	60289	12/10/2021	20-2546-310-00-71-305	Resource Officer		5,951.00	0022100687	20-2546-310-00-71-305
	60476	12/17/2021	20-2546-310-00-71-305	Resource Officer		499.51	0020221558	20-2546-310-00-71-305
	60639	1/7/2022	20-2546-310-00-71-305	Resource Officer		5,951.00	0022110687	20-2546-310-00-71-305
					Total	$24,303.51		
Villareal, Juvier								
	60290	12/10/2021	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Vilt, Kennedy								
	60169	12/3/2021	10-2520-332-00-74-500-14	Travel Fiscal		66.64		10-2520-332-00-74-500-14
					Total	$66.64		
Virtual Connections Academy								
	60640	1/7/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		9,589.44	0022121757	10-4220-670-00-79-600-14
	60696	1/14/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition		10,788.12	0022111757	10-4220-670-00-79-600-14
					Total	$20,377.56		
VSP of Illinois NFP								
	60170	12/3/2021	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		7,189.76	0022110457	10-2310-220-00-79-600-14
	60555	12/29/2021	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		7,211.48	0022120457	10-2310-220-00-79-600-14
	60697	1/14/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		65.34	0022010457	10-2310-220-00-79-600-14
					Total	$14,466.58		
Waddelow, Douglas								
	60556	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
					Total	$159.00		
Walsh, Tracy								
	60641	1/7/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service		8.96		10-1200-310-92-79-600-14
	60641	1/7/2022	10-2210-640-92-79-605-14	IDEA Other Objects		60.00		10-2210-640-92-79-605-14
					Total	$68.96		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Warehouse Direct Cardunal								
	60171	12/3/2021	10-2130-410-00-79-600-14	Supplies Health		20.60	0020220069	10-2130-410-00-79-600-14
	60291	12/10/2021	10-2130-410-00-79-600-14	Supplies Health		113.94	0020220069	10-2130-410-00-79-600-14
	60477	12/17/2021	40-2550-410-00-79	Office Supplies		446.88	0020221579	40-2550-410-00-79
	60477	12/17/2021	40-2550-410-00-79	Office Supplies		27.40	0020221199	40-2550-410-00-79
	60477	12/17/2021	40-2554-410-00-79	Fleet Supplies		47.72	0020221413	40-2554-410-00-79
	60557	12/29/2021	10-2130-410-00-79-600-14	Supplies Health		47.85	0020220069	10-2130-410-00-79-600-14
	60557	1/7/2022	10-2130-410-00-79-600-14	Supplies Health		-47.85	0020220069	10-2130-410-00-79-600-14
					Total	$656.54		
Warren, Mike								
	60292	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
	60503	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
					Total	$212.00		
Wauconda HS								
	60293	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		350.00		10-1500-335-00-71-300-13
					Total	$350.00		
Waughon, Susan								
	60338	12/17/2021	10-1200-410-00-79-600-14	Supplies Sp Ed		472.19		10-1200-410-00-79-600-14
					Total	$472.19		
Wells, Barry								
	60339	12/17/2021	10-1120-410-13-72-220-06	Marlowe Science Supplies 6		60.84		10-1120-410-13-72-220-06
					Total	$60.84		
WEX BANK								
	60172	12/3/2021	10-1700-464-21-71-300-13	Driver Education Gasoline		521.56	0022110777	10-1700-464-21-71-300-13
	60172	12/3/2021	40-2552-464-00-79	Diesel/Gasoline		77.08	0022110767	40-2552-464-00-79
	60642	1/7/2022	10-1700-464-21-71-300-13	Driver Education Gasoline		124.69	0022120777	10-1700-464-21-71-300-13
	60642	1/7/2022	40-2552-464-00-79	Diesel/Gasoline		175.68	0022120767	40-2552-464-00-79
					Total	$899.01		
Whalen, Kelley								
	60340	12/17/2021	10-1110-410-00-71-100-13	Inst Supplies Leggee		8.62		10-1110-410-00-71-100-13
					Total	$8.62		
Wheaton North High School								
	60294	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		400.00		10-1500-335-00-71-300-13
					Total	$400.00		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Wheaton Warrenville South HS								
	60295	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		430.00		10-1500-335-00-71-300-13
					Total	$430.00		
Wille, Sarah								
	60643	1/7/2022	10-2210-640-92-79-605-14	IDEA Other Objects		225.00		10-2210-640-92-79-605-14
					Total	$225.00		
Williams, Donald								
	60698	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Willowbrook High School								
	60478	12/17/2021	10-1543-640-00-71-305-13	Activities Fees		150.00		10-1543-640-00-71-305-13
					Total	$150.00		
Wilmot, Michael								
	60296	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
	60504	12/17/2021	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
	60699	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		106.00		10-1500-319-00-71-300-13
					Total	$224.00		
Wilson Language Training								
	60173	12/3/2021	10-2220-430-00-72-110-13	Media Center Chesak		291.17	0020220576	10-2220-430-00-72-110-13
					Total	$291.17		
Wilson, Glen								
	60341	12/17/2021	10-1500-332-00-71-300-13	Athletic Trips HS		257.60		10-1500-332-00-71-300-13
					Total	$257.60		
Wilson, Randy								
	60700	1/14/2022	10-1500-319-00-71-300-13	Sports Officials HS		67.00		10-1500-319-00-71-300-13
					Total	$67.00		
Winkler, Jennifer								
	42370	11/30/2021	10-1611-305	Student Food Svc - HS		-34.95		10-1611-305
					Total	($34.95)		
Winston Knolls Education Group								
	60297	12/10/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition		4,504.66	0022111747	10-4220-670-00-79-600-14
					Total	$4,504.66		
Woods, Lorie								
	60342	12/17/2021	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies		719.91		10-1130-490-02-71-300-13
					Total	$719.91		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Woodstock High School								
	60174	12/3/2021	10-1500-335-00-71-300-13	Conference Travel HS		225.00		10-1500-335-00-71-300-13
					Total	$225.00		
Woodstock North HS % Athletics								
	60298	12/10/2021	10-1500-335-00-71-300-13	Conference Travel HS		225.00		10-1500-335-00-71-300-13
					Total	$225.00		
Zaleski, Angela								
	60644	1/7/2022	10-1543-332-00-71-305-13	Activities Travel		105.28		10-1543-332-00-71-305-13
					Total	$105.28		
Zastrow, Kieran								
	60645	1/7/2022	10-1100-421-00-74-500-14	Materials K-12		35.84		10-1100-421-00-74-500-14
					Total	$35.84		
Zeman, David								
	60175	12/3/2021	10-1500-319-00-72-220-13	Sports Officials Marlowe		65.00		10-1500-319-00-72-220-13
	60299	12/10/2021	10-1500-319-00-71-300-13	Sports Officials HS		53.00		10-1500-319-00-71-300-13
	60505	12/17/2021	10-1500-319-00-71-300-13	Sports Officials HS		92.00		10-1500-319-00-71-300-13
	60558	12/29/2021	10-1500-319-00-71-300-13	Sports Officials HS		159.00		10-1500-319-00-71-300-13
					Total	$369.00		
Zero Card								
	2021011220	11/30/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		95.45		10-1100-220-00-79-600-14
	2021012200	12/31/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		494.50		10-1100-220-00-79-600-14
	202111109	11/30/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		126.50		10-1100-220-00-79-600-14
	2021111509	11/30/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		276.07		10-1100-220-00-79-600-14
	2021112909	11/30/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		517.06		10-1100-220-00-79-600-14
	2021121309	12/31/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		1,780.58		10-1100-220-00-79-600-14
	2021122709	12/31/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		1,241.51		10-1100-220-00-79-600-14
	202112609	12/31/2021	10-1100-220-00-79-600-14	Regular Programs Insurance		632.50		10-1100-220-00-79-600-14
					Total	$5,164.17		
Zhao, Tianya								
	60343	12/17/2021	10-2520-332-00-74-500-14	Travel Fiscal		57.12		10-2520-332-00-74-500-14
	60646	1/7/2022	10-2520-332-00-74-500-14	Travel Fiscal		43.68		10-2520-332-00-74-500-14
					Total	$100.80		

Huntley Community School District #158
Disbursements Issued
From November 29, 2021 to January 14, 2022

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Zieglers Ace Hardware								
	60176	12/3/2021	20-2542-410-00-79	Supplies B & G		15.76	0022100267	20-2542-410-00-79
	60300	12/10/2021	20-2542-410-00-79	Supplies B & G		5.98	0022110267	20-2542-410-00-79
	60300	12/10/2021	20-2542-410-00-79	Supplies B & G		9.99	0022100267	20-2542-410-00-79
	60479	12/17/2021	20-2542-410-00-79	Supplies B & G		66.40	0022110267	20-2542-410-00-79
	60559	12/29/2021	20-2542-410-00-79	Supplies B & G		67.90	0022110267	20-2542-410-00-79
	60647	1/7/2022	20-2542-410-00-79	Supplies B & G		2,003.40	0020221743	20-2542-410-00-79
					Total	$2,169.43		
					Total	$19,786,905.29		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: January 20, 2022

Subject: **Series 2016 Debt Abatement Resolution**
Board of Education Meeting, January 20, 2022

This abatement resolution is for the initial Marlowe Series 2006a Bonds.

As you may recall, in 2009, the Marlowe 2006A Bonds were refunded with Series 2009 Bonds. As part of the Series 2009 Bonds refunding, there was an associated resolution that included language noting that the amount will be abated on an annual basis. Subsequently, the Series 2009 Bonds were refunded with the Series 2016 Bonds. The portion of the Series 2016 Debt that is from the Series 2006a/2009 Debt will need to be abated on an annual basis. This portion of the Series 2016 Debt will be paid from the Capital Projects Fund utilizing collected Impact Fees.

I have attached a resolution for the abatement of $472,331.00 for the Series 2016 Debt with the 2020 Levy.

RECOMMENDATION
Administration requests the Board of Education approve the recommended abatement above at the January 20, 2022 Board of Education Meeting.

MINUTES of a regular public meeting of the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, held in the Board Room at the District Office, 650 Dr. John Burkey Drive, Algonquin, Illinois, in said School District at 6:00 o'clock P.M., on the 20th day of January, 2022.

* * *

Upon the roll being called, Anthony Quagliano, the President, and the following members were physically present at said location:_____

_____

_____

The following members were present via [audio] [video] conference: _____

_____

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

_____

The President announced that the next item of business before the Board of Education was the consideration of a resolution providing for the payment of debt service on the District's outstanding General Obligation Refunding School Bonds, Series 2016, dated March 1, 2016, and abating a portion of the taxes heretofore levied for the year 2021 for such payment.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, and abating a portion of the taxes heretofore levied for the year 2021 for said bonds.

* * *

WHEREAS, the Board of Education (the *"Board"*) of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois (the *"District"*), by resolution adopted on the 4th day of February, 2016, as supplemented by a Notification of Sale and Direction for Abatement of Taxes dated the 12th day of February, 2016 (together, the *"Resolution"*), did provide for the issue of $5,225,000 General Obligation Refunding School Bonds, Series 2016, dated March 1, 2016 (the *"Bonds"*), and the levy of a direct annual tax sufficient to pay debt service on the Bonds; and

WHEREAS, a duly certified copy of the Resolution was filed in the offices of the County Clerks of McHenry and Kane Counties, Illinois (the *"County Clerks"*); and

WHEREAS, the Board has determined and does hereby determine that the District has funds on hand and lawfully available to pay principal and interest on the Bonds (the *"Available Funds"*); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District to apply the Available Funds to the payment of the Bonds and abate a portion of the taxes heretofore levied to pay the principal of and interest on the Bonds to the amount of the Available Funds; and

WHEREAS, it is necessary and in the best interests of the District that all of the taxes heretofore levied for the year 2021 to pay the Bonds be abated:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Deposit to the Bond Fund. Available Funds in the amount of $472,331.00 are hereby ordered to be deposited into the Bond Fund (as defined in the Bond Resolution) and be used to pay the principal of and interest on the Bonds.

Section 3. Abatement of Taxes. The tax heretofore levied for the year 2021 in the Resolution shall be abated by that amount of Available Funds to be irrevocably set aside in the Bond Fund, and a portion of the amount of the tax levied in the Resolution to pay debt service on the Bonds, the amount of the tax to be abated for said year, and the remainder of the tax levied which is to be extended for said year to pay debt service on the Bonds are as follows:

YEAR	AMOUNT LEVIED IN BOND RESOLUTION	AMOUNT PREVIOUSLY ABATED	AMOUNT TO BE ABATED BY THIS RESOLUTION	REMAINDER OF TAX TO BE EXTENDED
2021	$1,165,000.00	$692,669.00	$472,331.00	$0.00

Section 4. Filing of Resolution. Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks, and it shall be the duty of the County Clerks to abate said taxes levied for the year 2021 in accordance with the provisions hereof and as shown hereinabove in Section 3 hereof.

Section 5. *Effective Date*. This resolution shall be in full force and effect forthwith upon its adoption.

Adopted January 20, 2022.

_____
President, Board of Education

_____
Secretary, Board of Education

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE:_____

_____

NAY: _____

Whereupon the President declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

_____
Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education (the *"Board"*) of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois (the *"District"*), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 20th day of January, 2022, insofar as the same relates to the adoption of a resolution entitled:

> RESOLUTION providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, and abating a portion of the taxes heretofore levied for the year 2021 for said bonds.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A,* that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 20th day of January, 2022.

_____
Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of the County of McHenry, Illinois, and as such official I do further certify that on the ____ day of _____, 2022, there was filed in my office a duly certified copy of a resolution entitled:

> RESOLUTION providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, and abating a portion of the taxes heretofore levied for the year 2021 for said bonds.

duly adopted by the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, on the 20th day of January, 2022, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2022.

_____
County Clerk of McHenry County, Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF KANE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of the County of Kane, Illinois, and as such official I do further certify that on the ____ day of _____, 2022, there was filed in my office a duly certified copy of a resolution entitled:

> RESOLUTION providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, and abating a portion of the taxes heretofore levied for the year 2021 for said bonds.

duly adopted by the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, on the 20th day of January, 2022, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2022.

_____
County Clerk of Kane County, Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting School Treasurer who receives the taxes of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois (the *"District"*), and as such official I do further certify that on the 20th day of January, 2022, there was filed in my office a duly certified copy of a resolution entitled:

> RESOLUTION providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, and abating a portion of the taxes heretofore levied for the year 2021 for said bonds.

duly adopted by the Board of Education of the District on the 20th day of January, 2022, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 20th day of January, 2022.

_____
School Treasurer

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: January 20, 2022

Subject: **Designation of Person to Prepare Tentative Budget**
Board of Education Meeting, January 20, 2022
Finance Committee

School Boards in Illinois are required to officially begin an annual budgeting process by establishing a fiscal year and appointing a person or persons to prepare a tentative budget. The proposed resolution would fulfill the second of these two requirements.

RECOMMENDATION

The Finance Committee recommends the Board of Education approve the attached resolution at the January 20, 2022 Regular Board Meeting.

Resolution to Appoint a Preparer for the Tentative Budget of Huntley Community School District 158, McHenry and Kane Counties, Illinois

* * *

BE IT RESOLVED by the Board of Education of Huntley Community School District 158 of McHenry and Kane Counties, State of Illinois, that Mark Altmayer, Chief Financial Officer / Treasurer, is hereby appointed to prepare a tentative budget for said School District for the fiscal year beginning July 1, 2022 and extending through June 30, 2023, which tentative budget shall be filed with the Secretary of this Board.

Signed this 20th day of January 2022.

_____
President, Board of Education

_____
Secretary, Board of Education

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 20, 2022

Subject: **Establishing the Fiscal Year**
Board of Education Meeting, January 20, 2022
Finance Committee

Section 17 of the Illinois School Code requires School Boards to establish their fiscal year. The following recommendation proposes an action item to fulfill this obligation. Establishment of the fiscal year is a prerequisite to appointing a person to prepare the next tentative budget.

RECOMMENDATION

The Finance Committee recommends the Board of Education move to establish a fiscal year for Huntley Community School District 158 under the provisions of Section 17-1 of the Illinois School Code (105 ILCS 5/17-1) for a period commencing July 1, 2022 and extending through June 30, 2023 at the January 20, 2022 Regular Board Meeting.

Resolution to Establish the Fiscal Year for Huntley Community School District 158, McHenry and Kane Counties, Illinois

* * *

BE IT RESOLVED by the Board of Education of Huntley Community School District 158 of McHenry and Kane Counties, State of Illinois, shall establish a fiscal year for the school district under the provisions of Section 17-1 of the *Illinois School Code (105 ILCS 5/17-1)* beginning on July 1, 2022 and extending through June 30, 2023.

Signed this 20th day of January 2022.

_____
President, Board of Education

_____
Secretary, Board of Education

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

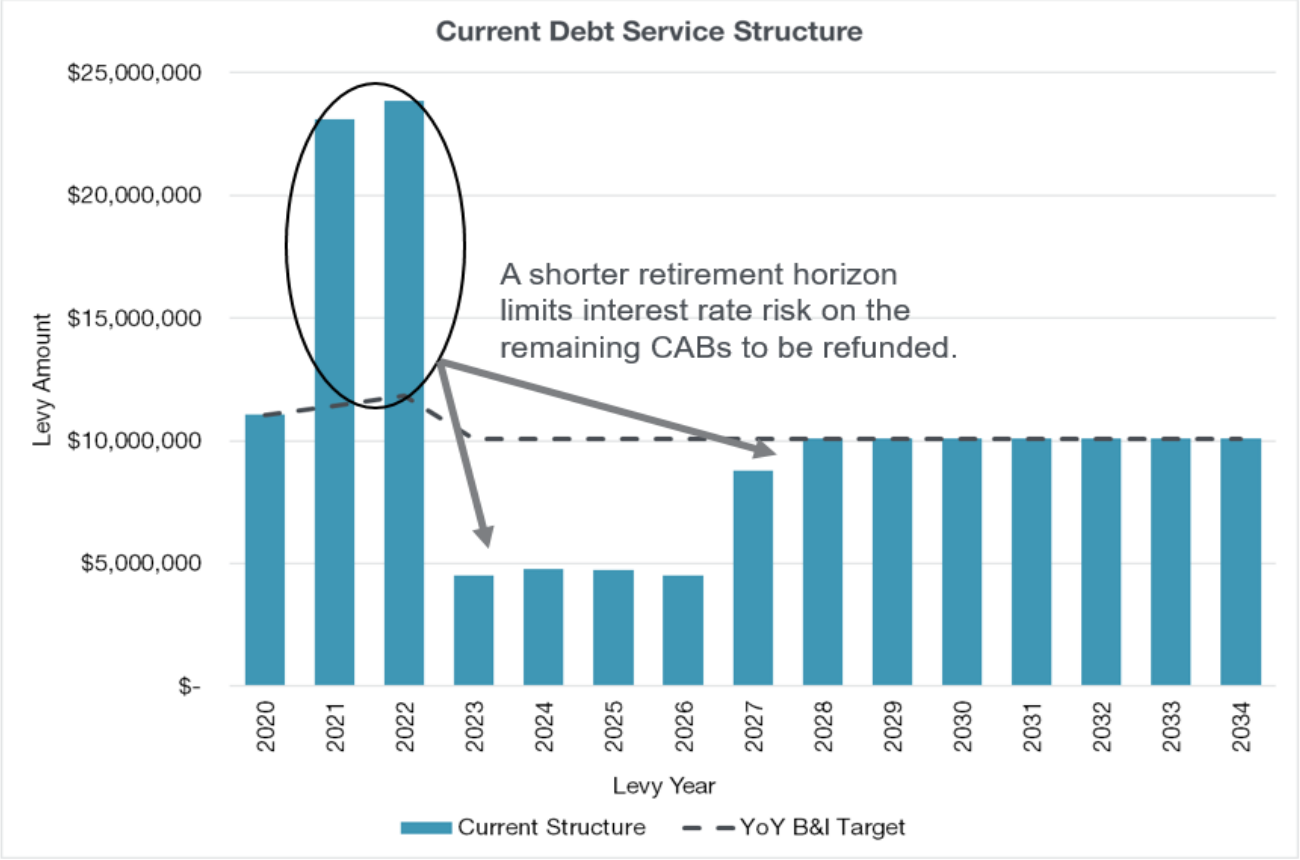
To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: January 20, 2022

Subject: **Resolution to Escrow District Funds for Future Abatement**
Board of Education Meeting, January 20, 2022

This Resolution is related to the current Series 2022 refunding. Currently, our debt structure outlines that Bond and Interest due with the 2021 Levy is $23.581M. As shared by PMA and Piper, the chart below outlines our current debt structure, and the current "wall" we are refunding.



This resolution will allow for the restricting of $11.665M to an escrow account and allow for the future abatement of taxes via a Certificate of Reduction of Taxes in connection with the issuance of the Series 2022 Bonds so that our community does not experience this increase.

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

The Resolution notes:

> RESOLUTION providing for the deposit of certain lawfully available funds of the District into an escrow account and abating certain taxes levied by the District to pay certain outstanding bonds of the District, and authorizing the execution of an escrow agreement in connection therewith.
>
> The Board hereby restricts moneys in the Educational Fund of the District in the amount of $11,665,000 (the *"Restricted Funds"*) until the earlier of (i) the date on which the proceeds derived from the issuance of the Series 2022 Bonds are deposited with an escrow agent to provide for the payment of the Refunded Bonds or (ii) such time as the payments on the Refunded Bonds which would have otherwise been paid from the Refunded Bonds Tax Levy have been paid by the District (the *"Restriction Release Date"*).

Furthermore, this resolution approves the future abatement via a "Certificate of Reduction of Taxes". This Certificate of Reduction will be part of the Series 2022 Debt Refunding, and once completed and signed by the Board President and Secretary, will be forwarded to the County Clerk to abate taxes as appropriate and as outlined above. The Certificate of Reduction of Taxes within the attached Resolution is noted below.

> *Certificate of Reduction of Taxes.* The President and Secretary of the Board and the School Treasurer be and the same are hereby directed to prepare and file with the County Clerks, a Certificate of Reduction of Taxes Heretofore Levied for the Payment of Bonds showing the Refunded Bonds and directing the abatement of the Refunded Bonds Tax Levy heretofore levied to pay the Refunded Bonds, all as provided by Section 19-23 of the School Code of the State of Illinois, as amended.

The Resolution is attached.

RECOMMENDATION

Administration requests the Board of Education approve the attached resolution at the January 20, 2022 Board of Education Meeting.

MINUTES of a regular public meeting of the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, held in the Board Room at the District Office, 650 Dr. John Burkey Drive, Algonquin, Illinois, in said School District at 6:00 o'clock P.M., on the 20th day of January, 2022.

* * *

Upon the roll being called, Anthony Quagliano, the President, and the following members were physically present at said location:_____

_____

_____

The following members were present via [audio] [video] conference: _____

_____

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

_____

The President announced that the next item for consideration was a resolution authorizing the deposit of certain lawfully available funds of the District into an escrow account and abating certain taxes levied by the District to pay certain outstanding bonds of the District, and authorizing the execution of an escrow agreement in connection therewith.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION providing for the deposit of certain lawfully available funds of the District into an escrow account and abating certain taxes levied by the District to pay certain outstanding bonds of the District, and authorizing the execution of an escrow agreement in connection therewith.

* * *

WHEREAS, Huntley Community School District 158, McHenry and Kane Counties, Illinois (the *"District"*), is a duly organized and existing school district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the School Code of the State of Illinois (the *"School Code"*), and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended (the *"Debt Reform Act"*); and

WHEREAS, by a resolution adopted by the Board of Education of the District (the *"Board"*) on July 15, 2021 (the *"Prior Resolution"*), the District has sold its General Obligation Refunding School Bonds, Series 2022A (the *"Series 2022A Bonds"*), to be issued on October 5, 2022 (the *"Closing Date"*), for the purpose of refunding (the *"Refunding"*) a portion of the District's outstanding General Obligation Capital Appreciation School Building Bonds, Series 2003, due on January 1, 2023, and a portion of the District's outstanding General Obligation Capital Appreciation School Bonds, Series 2003A, due on January 1, 2023 (together, the *"Refunded Bonds"*); and

WHEREAS, the Closing is scheduled to occur following the date by which abatements of the taxes levied to pay the Refunded Bonds (the *"Refunded Bonds Tax Levy"*), must be filed with the County Clerks of McHenry and Kane, Illinois (the *"County Clerks"*) to effect such abatements; and

WHEREAS, in accordance with the District's covenants under the resolution adopted by the Board authorizing the issuance of the Refunded Bonds, the District must ensure, prior to the abatement of the Refunded Bonds Tax Levy, sufficient funds of the District are available and set

aside to make payments on the Refunded Bonds payable from the Refunded Bonds Tax Levy should the Series 2022A Bonds not be issued; and

WHEREAS, it is therefore necessary and in the best interest of the District to restrict certain funds of the District on hand and available in the Educational Fund of the District (the *"Restricted Funds"*) by the amount of the Refunded Bonds Tax Levy, as set forth in Section 2 hereof; and

WHEREAS, the Restricted Funds shall be held in an escrow account established with the Escrow Agent (as hereinafter defined) pursuant to an escrow agreement as described in Section 2 hereof for the purpose of segregating and investing such funds; and

WHEREAS, it is necessary that the Board authorize the form of escrow agreement with the Escrow Agent and direct the execution of such escrow agreement by officers of the District:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Restricted Funds Escrow. The Board hereby restricts moneys in the Educational Fund of the District in the amount of $11,665,000 (the *"Restricted Funds"*) until the earlier of (i) the date on which the proceeds derived from the issuance of the Series 2022 Bonds are deposited with an escrow agent to provide for the payment of the Refunded Bonds or (ii) such time as the payments on the Refunded Bonds which would have otherwise been paid from the Refunded Bonds Tax Levy have been paid by the District (the *"Restriction Release Date"*). The Restricted Funds shall be deposited in trust in an escrow account (the *"Restricted Funds Escrow Account"*) to be established with the Escrow Agent pursuant to an escrow agreement (the

"Restricted Funds Escrow Agreement") by and between the District and UMB Bank, National Association, Kansas City, Missouri (the *"Escrow Agent"*). The Agreement and all the terms thereof, in the form provided hereby, are hereby approved, and the President and Secretary of the Board are hereby authorized and directed to execute the Agreement in the name of the District. The Agreement shall be in substantially the form attached hereto as *Exhibit A* with such additions, deletions and modifications as shall be approved by the President and Secretary of the Board as evidenced by the execution thereof. The monies held in the Restricted Funds Escrow Account shall be invested by the Escrow Agent as directed by the District in the Restricted Funds Escrow Agreement. Any such investments shall be lawful investments authorized by the Illinois Public Funds Investment Acts, as amended. The Escrow Agent is hereby authorized to act as agent for the District in the purchase of the investments described and set forth in the Restricted Funds Escrow Agreement.

Section 3. Certificate of Reduction of Taxes. The President and Secretary of the Board and the School Treasurer be and the same are hereby directed to prepare and file with the County Clerks, a Certificate of Reduction of Taxes Heretofore Levied for the Payment of Bonds showing the Refunded Bonds and directing the abatement of the Refunded Bonds Tax Levy heretofore levied to pay the Refunded Bonds, all as provided by Section 19-23 of the School Code of the State of Illinois, as amended.

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. *Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted January 20, 2022.

_____
President, Board of Education

_____
Secretary, Board of Education

EXHIBIT A

RESTRICTED FUNDS ESCROW AGREEMENT

_____, 2022

UMB Bank, National Association
Kansas City, Missouri

Re: Huntley Community School District 158
McHenry and Kane Counties, Illinois
Escrow Account for Deposited Funds

Ladies and Gentlemen:

Huntley Community School District 158, McHenry and Kane Counties, Illinois (the *"District"*), by a resolution adopted by the Board of Education of the District (the *"Board"*) on the 10th day of January, 2022 (the *"Resolution"*), has authorized the deposit of certain funds on hand in the Educational Fund of the District (the *"Funds"*) with you for the purpose of restricting and investing such funds pending the payment, or the future issuance of general obligation refunding bonds of the District (the *"Refunding Bonds"*) for the payment, of a portion of the principal of, interest on or compound accreted value of the District's outstanding _____ (the *"Prior Bonds"*) due on _____ in the amount of $_____ (the *"Bond Payments"*).

The District hereby deposits with you the Funds in the amount of $_____ and you are hereby instructed as follows with respect thereto:

1. Upon deposit, you are directed to purchase the securities described in *Exhibit A* hereto (the *"Securities"*), the same being lawful investments of the District's moneys pursuant to the Illinois Public Funds Investment Act, as amended.

2. You shall hold the Securities and any interest income or profit derived therefrom and any uninvested cash in an irrevocable trust fund account (the *"Trust Account"*) of the District for the sole and exclusive benefit of the holders of the Prior Bonds until the Release Date (as hereinafter defined).

3. Unless a Letter of Direction (as hereinafter defined) has been submitted to you as described in paragraph 5 hereof, on the Release Date, you shall liquidate the Securities and remit any amounts in the Trust Account on such date to the District, and such remittance shall fully release and discharge you from any further duty or obligation thereto under this Agreement.

4. The *"Release Date"* shall be the earlier of (i) the date on which the proceeds derived from the issuance of the Refunding Bonds are deposited with you as escrow agent for the Prior Bonds in an amount sufficient to pay the Bond Payments and (ii) _____, 20__, *provided, however,* that if such proceeds of the Refunding Bonds have not been deposited with you by _____, 20__, the Release Date will not occur until such time as the District has provided you with evidence that the Bond Payments have been made. The evidence referred to in the previous sentence shall consist of a letter, statement or electronic transmission from U.S. Bank National Association as paying agent for the Prior Bonds, or any successor thereto (the *"Prior Paying Agent"*), indicating that the Bond Payments have been made.

5. If at any time prior to the Release Date, the District shall determine that the Funds will be necessary to provide for the payment of the Bond Payments, the District will submit a letter (the *"Letter of Direction"*) to you directing you to (i) liquidate the Securities and (ii) remit any amounts on hand in the Trust Account following such liquidation to the Prior Paying Agent. The Letter of Direction shall also include any instructions necessary for you to remit such funds to the Prior Paying Agent and shall provide the date on which such remittance shall occur. Such remittance pursuant to the Letter of Direction shall fully release and discharge you from any further duty or obligation thereto under this Agreement

5. Upon final disbursement of funds as described in either paragraph 3 or 5 hereof, this Agreement shall terminate.

Very truly yours,

HUNTLEY COMMUNITY SCHOOL DISTRICT 158,
MCHENRY AND KANE COUNTIES, ILLINOIS

By _____
President, Board of Education

By _____
Secretary, Board of Education

Accepted this ___ day of _____, 20__.

UMB BANK, NATIONAL ASSOCIATION
Kansas City, Missouri

By _____
Its_____

EXHIBIT A

SECURITIES

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE:_____

_____

_____

The following members voted NAY:_____

Whereupon the President declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

_____
Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois (the *"Board"*), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 20th day of January, 2022, insofar as same relates to the adoption of a resolution entitled:

> RESOLUTION providing for the deposit of certain lawfully available funds of the District into an escrow account and abating certain taxes levied by the District to pay certain outstanding bonds of the District, and authorizing the execution of an escrow agreement in connection therewith.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A,* that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 20th day of January, 2022.

_____
Secretary, Board of Education

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 20, 2022

Subject: **Equipment Declared as Surplus**
Board of Education Meeting, January 20, 2022
Finance Committee

Please consider the attached list of equipment for surplus. The equipment listed is either non-functional or it has exceeded its useful life for the District.

RECOMMENDATION
Administration recommends the Board of Education approve the surplus list attached at the January 20, 2022 Board of Education Meeting.

ItemName	Barcode
Apple Apple iPad Pro WiFi 64GB A1876	53212
Apple iPad 10.2 inch 32GB Space Gray MYLU2LL/A	69246
Apple iPad 16GB	18111
Apple iPad 16GB	18219
Apple Ipad Air 16GB WI-Fi - Grey MD785LL/B	24233
Apple IPAD Air WiFI 16 GB Silver A1474	29335
Apple iPad Pro 32 GB	47922
Apple iPad Wi-Fi 32GB Space Gray MP2F2LL/A	47939
Apple iPad Wi-Fi 32GB Space Gray MP2F2LL/A	47995
Apple iPad Wi-Fi 32GB Space Gray MR7F2LL/A	53248
Apple iPad Wi-Fi 32GB Space Gray MRBA2LL/A	53215
Apple Ipads 32 GB 3G	18825
Apple Ipads 32 GB 3G	18826
Apple Ipads 32 GB 3G	18827
Dell Laptop Latitude E6400	15651
Dell Laptop Latitude E6420	17919
Dell Laptop Latitude E6440	28686
Dell Laptop Latitude E6440	28688
Dell Laptop Latitude E6440	28929
Dell Laptop Latitude E6440	28930
Dell Laptop Latitude E6440	28931
Dell Laptop Latitude E6440	32081
Dell Laptop Latitude E6440	32083
Dell Laptop Latitude E6440	32085
Dell Laptop Latitude E6440	32094
Dell Laptop Latitude E6440	32105
Dell Laptop Latitude E6440	32108
Dell Laptop Latitude E6440	32129
Dell Laptop Latitude E6440	32133
Dell Laptop Latitude E6440	32147
Dell Laptop Latitude E6440	32149
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Dell Laptop Latitude E6440	32157
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Dell Laptop Latitude E6440	36060
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Dell Laptop Latitude E6440	36072
Dell Laptop Latitude E6440	36078

ItemName	Barcode
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Dell Laptop Latitude E6440	36093
Dell Laptop Latitude E6440	36096
Dell Laptop Latitude E6440	36097
Dell Laptop Latitude E6440	38455
Dell Laptop Latitude E6440	40100
Dell Latitude 5480	51926
Dell Optiplex GX3020	32045
HP Chromebook 11 G6	28681
HP Chromebook 11 G6	29530
HP Chromebook 11 G6	29598
HP Chromebook 11 G6	48047
HP Chromebook 11 G6	48050
HP Chromebook 11 G6	48135
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HP Chromebook 11 G6	61062
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HP Chromebook 11 G6	61124
HP Chromebook 11 G6	61133
HP Chromebook 11 G6	61179

ItemName	Barcode
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HP Chromebook G8	74771
Lenovo ThinkPad Chromebook Yoga 11e	39197
Apple 32 GB space gray iPad Air 2	38733
Apple iPad Air 2 - Silver - 16GB PGLW2LL/A	41532
Apple iPad Wi-Fi 32GB Space Gray MP2F2LL/A	53268
HP Chromebook 11 G6	55063
HP Chromebook 11 G6	61628
HP Chromebook 11 G6	61632
HP Chromebook G8	63169
Tripod Sunpak 6630LX	19686
Apple IPAD AIR	45222
Apple iPad Pro 32 GB	47924
Apple 32 GB space gray iPad Air 2	38736
Apple iPad Air 2 - Silver - 16GB PGLW2LL/A	41531
Dell Laptop Latitude E6440	28902
HP Chromebook 11 G6	60742
HP Chromebook G8	63001
Samsung External DVD Drive SE-208	19234
Hitachi Remote CP-X2010N	19507
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Logitech Conference Cam Connect	68638
Meraki Access Point MR33	53413
Meraki Access Points MR46	66954
Sprint Hotspot R850	48079
Texas Instruments TI-84 Plus	35841
Texas Instruments TI-84 Plus	53664
Texas Instruments TI-84 Plus	58302
HP Chromebook 11 G6	53000
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QOMO Scanner Document Camera QPC20 F1	58190
QOMO Scanner Document Camera QPC20 F1	58197
HP Chromebook G8	63825
Apple iPad 2	41533

Policy Committee

650 Dr. John Burkey Drive · Algonquin, IL 60102 · (847) 659-6158 · Fax (847) 659-6125

TO: Board of Education and Cabinet Members

FROM: Dr. Scott Rowe, Superintendent
Lorie Woods

DATE: January 20, 2022

RE: Recommended Changes for Board Policy
PRESS Updates – November 2021, Issue 108

POLICY RECOMMENDATIONS

PRESS UPDATE – November 2021, Issue 108

- **2:20** **Powers and Duties of the Board of Education; Indemnification**
  Policy text updated in response to the General Assembly's focus on resolving Educator Misconduct. Amendment shifts responsibility from the State Superintendent to local board of education to notify the Teachers' Retirement System (TRS) when it learns a teacher was convicted of a felony. Legal References updated to reflect the reporting section of the School Code; Cross References updated to align with other policies related to managing educator misconduct.

- **2:105** **Ethics and Gift Ban**
  Update to Legal References in response to 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, banning high school guidance counselors from soliciting or accepting gifts from a prohibited source.

- **2:110** **Qualifications, Term, and Duties of Board Officers**
  Policy and Legal References updated in response to: (1) OMA, 5 ILCS 120/7, amended by P.A. 101-640, allowing boards to meet remotely during a public health emergency; (2) 105 ILCS 5/21B-85, amended by P.A. 102-552, requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher has been convicted of a felony; and (3) continuous improvement.

- **2:120** **Board Member Development**
  The Policy is updated requiring, beginning in the fall of 2023, professional development leadership training to also include trauma-informed practices for students and staff, and for continuous improvement.

- **2:150** **Committees**
  Legal References updated with a minor style change.

- **2:220** **Board Meeting Procedure**
  Policy updated in response to OMA, 5 ILCS 120/2.06(d), amended by P.A. 102-653, clarifying when boards and their committees must conduct reviews of their closed session minutes, and for continuous improvement.

- **2:260 Uniform Grievance Procedure**
  Policy and Legal References updated for continuous review.

- **3:40 Superintendent**
  Policy, Legal References, and Cross References updated in response to the General Assembly's focus on resolving Educator Misconduct. Policy text updated to clarify superintendent's reporting responsibilities.

- **3:50 Administrative Personnel Other Than the Superintendent**
  Updates to Cross References in response to the General Assembly's focus on resolving Educator Misconduct.

- **3:60 Administrative Responsibility of the Building Principal**
  Legal References and Cross References updated in response to the General Assembly's focus on resolving Educator Misconduct, along with training for principals.

- **4:60 Purchases and Contracts**
  Policy and Legal References updated in response to the Coal Tar Sealant Disclosure Act and for continuous improvement related to federal awards and the Grant Accountability and Transparency Act.

- **4:110 Transportation**
  The Policy and Cross References are updated in response to 105 ILCS 5/10-20.59, amended by P.A. 102-199, requiring boards to appoint a liaison to facilitate the enrollment of students in the legal custody of the Ill. Dept. of Children and Family Services, and for continuous improvement.

- **4:120 Food Services**
  The Legal References are updated in response to a five-year review.

- **4:160 Environmental Quality of Buildings and Grounds**
  Policy and Legal References are updated in response to: (1) The Coal Tar Sealant Disclosure Act; (2) The Illinois Pesticide Act; and (3) continuous improvement.

- **4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors -- NEW**
  Policy created in response to 105 ILCS 5/10-23.13 (*Erin's Law*), requiring districts to adopt and implement a policy addressing sexual abuse of children that includes an age-appropriate and evidence-informed curriculum for pre-K-12 students, evidence-informed training for school personnel on child sexual abuse, and evidence-informed education information for parents/guardians in school handbooks.

- **4:170 Safety**
  Policy is updated in response to 105 ILCS 128/20(c), amended by P.A. 102-395, requiring schools to notify and allow parents/guardians to opt their children out of *lockdown drills* involving student participation. Continuous improvements also made to the Policy, Legal References, and Cross References.

- **4:175 Convicted Child Sex Offender; Screening; Notification**
  Updates to Policy, Legal References, and Cross References for continuous improvement.

- **5:10 Equal Employment Opportunity and Minority Recruitment**
  Policy updated in response to: (1) Ill. Human Rights Act (IHRA), adding discrimination on the basis of *work authorization status* as a civil rights violation; (2) Victims' Economic Security and Safety Act (VESSA), expanding protections of the Act to employees impacted by *other crimes of violence*.

- **5:20 Workplace Harassment Prohibited**
  Policy updated, adding discrimination (including harassment) on the basis of work authorization status as a civil rights violation. Legal References updated with additional case citations for continuous improvement.

- **5:30 Hiring Process and Criteria**
  Policy and Legal References are updated, requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher has been convicted of a felony, and for continuous improvement.

- **5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition**
  The Policy and Legal References are updated in response to: (1) 105 ILCS 5/27-13.2, amended by P.A. 102-195, requiring districts to educate students about the prevention and avoidance of drug abuse and the dangers of opioid and substance abuse; and (2) PAB feedback for continuous improvement related to reasonable suspicion, since passage of the Cannabis Regulation Tax Act (CRTA) became law. Legal References updated in response to continuous improvement.

- **5:90 Abused and Neglected Child Reporting**
  Policy, Legal References, and Cross References updated in response to: (1) requirement of districts to provide special education services to students with disabilities who turn 22 during the school year for the remainder of that school year; (2) 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610; and (3) requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher has been convicted of a felony; and (4) continuous improvement. Legal References updated to incorporate requirement of the Elementary and Secondary Education Act.

- **5:100 Staff Development Program**
  The Policy, Cross References, and Administrative Procedure references updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, and for continuous improvement.

- **5:120 Employee Ethics; Conduct; and Conflict of Interest**
  Policy, Legal References, and Cross References updated in response to the General Assembly's focus on resolving Educator Misconduct, and for continuous improvement.

- **5:125 Personal Technology and Social Media; Usage and Conduct**
  Policy, Legal References, and Cross References updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, and for continuous improvement.

- **5:150 Personnel Records**
  Policy, Legal References, and Cross References updated in response to: (1) 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610; and (2) The Elementary and Secondary Education Act (ESEA), 20 U.S.C. §7926.

- **5:185 Family and Medical Leave**
  The Policy and Legal References are updated to lower the threshold for FMLA eligibility for school employees to 1,000 hours worked (previously 1,250 hours) in the preceding 12-months, and for continuous improvement.

- **5:200 Terms and Conditions of Employment and Dismissal**
  Policy is updated in response to PAB feedback regarding compliance with the terms of individual employment contracts, in addition to collective bargaining agreements and other legal requirements. A minor style change is made to the Legal References.

- **5:210 Resignations and Retirement**
  A minor style change is made to update the Legal References.

- **5:220 Substitute Teachers**
  The Policy is updated, limiting substitute teaching hours for TRS annuitants to 500 hours per school year beginning 7-1-23, previously 7-1-21, and other continuous improvement updates.

- **5:250 Leaves of Absence**
  Policy is updated in response to: (1) 105 ILCS 5/24-6, amended by P.A. 102-275, permitting eligible school employees to take up to 30 days of paid sick leave for birth, without medical certification, any time within one year following the birth, and for adoption, placement for adoption, or acceptance of a child in need of foster care; and (2) VESSA, 820 ILCS 180/, amended by P.A. 102-487, adding *other crimes of violence* to its leave protections. Legal References are updated with a minor style change.

- **5:330 Sick Days, Vacation, Holidays, and Leaves**
  Policy updated in response to: (1) 105 ILCS 5/24-6, amended by P.A. 102-275, permitting eligible school employees to take up to 30 days of paid sick leave for birth, without medical certification, any time within one year following the birth, and for adoption, placement for adoption, or acceptance of a child in need of foster care; (2) VESSA, 820 ILCS 180/, amended by P.A. 102-487, adding *other crimes of violence* to its leave protections; (3) 105 ILCS 5/24-2, amended by P.A. 102-15, designating *2022 Election Day* (11-8-22) as a school holiday; (4) 105 ILCS 5/24-2, amended by P.A. 102-14 and 102-334, designating *Juneteenth* (June 19) as a holiday; and (5) continuous improvement.

- **6:15 School Accountability**
  The Policy and Legal References are updated in response to 105 ILCS 5/10-17a (school report cards), amended by three different P.A.s as follows: (1) P.A. 102-294, eff. 1-1-22; (2) P.A. 102-594, eff. 7-1-22; and (3) P.A. 102-539.

- **6:20 School Year Calendar and Day**
  Legal Reference-only addition of 5 ILCS 490/, State Commemorative Dates Act.

- **6:50 School Wellness**
  The Policy and Legal References are updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-359, requiring school districts that participate in specific child nutrition programs to develop a food sharing plan. Legal References updated with style changes.

- **6:60 Curriculum Content**
  Policy, Legal References, and Cross References are updated in response to: (1) repeal of 105 ILCS 5/27-9.1 and 5/27-9.2, amended by P.A. 102-522, (colloquially referred to as "family life and sex education programs") and replacement of them with the National Sex Education Standards (NSES); (2) 105 ILCS 5/27-6.3, added by P.A. 102-357, requiring 30 minutes of daily supervised, unstructured, child-directed play for students in K through 5; (3) 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654, addressing computer literacy skills; (4) 105 ILCS 5/27-20.08, added by P.A. 102-55, mandating media literacy instruction for grades 9 through 12 beginning in the fall of 2022; (5) 105 ILCS 5/27-20.8, added by P.A. 102-44, requiring instruction on the events of Asian American history; (6) 105 ILCS 5/27-21, amended by P.A. 102-411, requiring instruction on contributions made by Americans of different faith practices; and (7) 105 ILCS 5/27-13.2, amended by P.A. 102-195, mandating the dangers of opioid abuse be included within drug and substance abuse education.

- **6:120 Education of Children with Disabilities**
  Policy updated in response to 105 ILCS 5/14-1.02, amended by P.A. 102-172, and for continuous improvement. Legal References updated for continuous improvement.

- **6:180 Extended Instructional Programs**
  The Policy is updated to clarify that districts may offer programs on anti-bias education and activities to address intergroup conflict resolution. Legal References updated.

- **6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct**
  Policy updated in response to: (1) Student Online Personal Protection Act, 105 ILCS 85/, implemented by 23 Ill. Admin. Code Part 380; (2) 105 ILCS 5/21B-75, amended by P.A. 102-552; and (3) continuous improvement.

- **6:300 Graduation Requirements**
  Update to Legal References with the final citation to 105 ILCS 5/22-87, added by P.A. 101-180.

- **6:340 Student Testing and Assessment Program**
  Updates to Legal References in response to 105 ILCS 5/2-3.64a-10, added by P.A. 101-654, and continuous improvement.

- **7:10 Equal Educational Opportunities**
  Legal References updated. Cross References updated for continuous improvement.

- **7:20 Harassment of Students Prohibited**
  The Legal References are updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, and the General Assembly's focus on resolving Educator Misconduct, and continuous improvement. Cross References updated to include **NEW** Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*.

- **7:30 Student Assignment and Intra-District Transfer**
  Policy updated in response to a five-year review, and to reflect better alignment with the School Code's text, which also aligns with the IASB's 6th Strategic Priority.

- **7:50 School Admissions and Student Transfers To and From Non-District Schools**
  Minor changes made to Legal References and Cross References.

- **7:60 Residence**
  Policy and Legal References updated in response to a five-year review and legislative changes.

- **7:70 Attendance and Truancy**
  Policy updated in response to: (1) 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157; (2) 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s 102-266 and 102-321; (3) 105 ILCS 5/26-1, amended by P.A. 102-406; and (4) 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471. Continuous improvements made to Legal References.

- **7:80 Release Time for Religious Instruction/Observation**
  Policy updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406. Legal References updated for improvement.

- **7:150 Agency and Police Interviews**
  Policy updated in response to P.A. 102-197, the school counselor terminology change. Legal References updated to incorporate a final citation to 105 ILCS 5/22-88.

- **7:160 Student Appearance**
  Policy, Legal References, and Cross References updated in response to 105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22 (*Jett Hawkins Law*).

- **7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**
  Policy and Legal References are updated in response to: (1) 105 ILCS 5/27-23.7(b), amended by P.A. 102-241; (2) 105 ILCS 5/27-23.7(b), amended by P.A. 102-197; (3) 105 ILCS 5/2-3.180 and 3.181, added by P.A. 101-438 and renumbered by P.A. 102-558; (4) Guidance by ISBE related to reviews and re-evaluations in the years that they are due and that submission is due to ISBE by September 30; and (5) other continuous improvements.

- **7:190 Student Behavior**
  The Policy, Legal References, and Cross References are updated for continuous improvement.

- **7:200 Suspension Procedures**
  The Policy and Legal References are updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539, and for continuous improvement.

- **7:210 Expulsion Procedures**
  The Policy is updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. Continuous improvement updates made to the Policy and Legal References.

- **7:240 Conduct Code for Participants in Extracurricular Activities**
  Policy and Legal References are updated in response to the U.S. Supreme Court's 2021 decision in Mahanoy Area Sch. Dist. v. B.L., and for continuous improvement.

- **7:250 Student Support Services**
  Policy updated in response to *Erin's Law*. Legal References also updated.

- **7:260 Exemption from Physical Education**
  Policy updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405, requiring districts to excuse students from physical activity in P.E. during a period of religious fasting, upon written notice from the parent/guardian.

- **7:290** **Suicide and Depression Awareness and Prevention**
  Policy and Legal References updated in response to: (1) 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22; and (2) 105 ILCS 5/10-20.73 (final citation pending), and 5/10-20.75 (final citation pending), added by P.A.s 102-134 and 102-416 respectively.
- **7:310** **Restrictions on Publications; Elementary Schools**
  The Policy and Legal References are updated in response to a five-year review.
- **7:315** **Restrictions on Publications; High Schools**
  The Policy and Legal References are updated in response to feedback from the Student Law Press Center and from Ill. Council of School Attorneys (ICSA) members.
- **7:340** **Student Records**
  The Policy is updated in response to feedback from the PAB and 705 ILCS 405/5-905, amended by P.A. 98-61, increasing the age of delinquent minors to minors arrested or taken into custody before their 18th (formerly 17th) birthday. Legal References updated for continuous improvement.
- **7:345** **Use of Educational Technologies; Student Data Privacy and Security**
  Update to Legal References in response to 23 Ill. Admin. Code Part 380, implementing the Student Online Personal Protection Act, 105 ILCS 85/.
- **8:70** **Accommodating Individuals with Disabilities**
  Cross References are updated for continuous improvement.
- **8:100** **Relations with Other Organizations and Agencies**
  A new Cross Reference to 4:180, *Pandemic Preparedness; Management; and Recovery*, is added.

Recommendation

Administration requests the Policy Committee recommend the above policies be moved forward for a first reading by the Board at the next BOE meeting.

Please feel free to contact me or Mrs. Woods with any questions and/or concerns.

LRW
Attachments

ISSUE 108
November 2021

Update Memo

Please distribute to board members and appropriate staff.

PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219; or Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211.

Contents

Online Instructions ..... **p. 1**

PRESS Terminology ..... **p. 2**

PRESS Issue 108 Topic Bundles ..... **p. 2**

Progress Report ..... **p. 8**

Revisions to Policies, Administrative Procedures, and Exhibits (numerical table) ..... **p. 9**

Next Issue: Veto Session Update

Online Instructions

Please follow these four easy steps to log in to **PRESS**:

1. Go to www.iasb.com and click on the Member Login button.
2. Enter your email address and password.
   - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder from info@iasb.com, if you do not see it in your email inbox.
   - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
   - If you continue to have difficulty signing on to www.iasb.com, please contact James Wagner at jwagner@iasb.com.
3. Click the Hi [Your Name] button on the top navigator bar.
4. Under **My Account Links**, click on **PRESS Login**.

ILLINOIS ASSOCIATION OF SCHOOL BOARDS

> We saw an unprecedented number of laws impacting our schools this past legislative session. We must remain vigilant in educating our elected officials on the complexity and difficulties experienced with the implementation of new policies, especially such a large volume. Your participation in the IASB's "Calls to Action" are paramount to our success.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **P**olicy **R**eference **M**anual (**PRM**) pages.

The Committee Worksheets, found by selecting a ***PRESS** Issue* at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** materials by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS** – **P**olicy **R**eference **E**ducation **S**ubscription **S**ervice.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 9.

Please spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?
Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

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Curriculum and Sex Education

Consistent with past legislative sessions, the 102nd General Assembly passed a number of curriculum-related mandates that will impact classroom instruction and policy 6:60, *Curriculum Content*. This bundle's content is divided into three major sections: Sex education curriculum updates, Non-Sex education-related curriculum updates, and Other curriculum-related content in the **PRM**.

Sex education curriculum updates. Significant is the repeal of 105 ILCS 5/27-9.1 and 5/27-9.2, by P.A. 102-522 (colloquially referred to as "family life and sex education programs") and replacement of them with the *National Sex Education Standards* (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). At the time of **PRESS** Issue 108's publication, the Comprehensive Health Education Program (CHEP) law (105 ILCS 110/3), still requires instruction on *family life*, "including evidence-based and medically accurate information regarding sexual abstinence," despite CHEP being amended by P.A. 102-464 (requiring that, starting in grade 5, the law expands education related to tobacco abuse to include *e-cigarettes* and other *vapor devices*).

Boards retain local control to decide if they will: (a) offer the new sex education (NSES) and/or developmentally appropriate consent education curriculums, and (b) if they offer one or the other or both, communicate those choices through their policies. When a board offers NSES, the new law requires it to make "the scope and sequence of these instructional materials, and the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials" available on its website, if it has one.

All of these choices, options, and analysis are detailed in a very lengthy footnote 34 of sample policy 6:60, *Curriculum Content*. Districts will need to align the accompanying 6:60 suite of materials, including administrative procedures and administrative procedure exhibits, to the actual content of their curriculum choices.

While the NSES law is effective immediately, the Ill. State Board of Education (ISBE) has until 8-1-22 to develop its learning standards and resources, and at the time of **PRESS** Issue 108's publication, no guidance existed about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, could continue to do so for: (a) their 21-22 school years, and/or (b) continuing into the 22-23 school year and school years beyond. Consult the board attorney if the district offers the now-repealed family life and sex education program to assess whether that program may continue during the 21-22 school year and/or succeeding school years. Last, boards that offered the now-repealed family life and sex education programs may not wish to implement NSES; those boards should consult their board attorneys about these Public Acts and their numerous implications locally.

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS P**olicy **R**eference **M**anual (**PRM**) is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

> **After adoption by the board, each policy should have an adoption date.**

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

> **It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.**

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. PRESS sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

> **Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**
>
> **Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.**

Non-Sex education-related curriculum updates. Other curriculum-related updates that reflect immediate or upcoming Public Acts, include:

1. 105 ILCS 5/27-6.3, added by P.A. 102-357, requires at least 30 minutes daily of supervised, unstructured, child-directed play for students in K-5.
2. 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654, addressing computer literacy skills;
3. 105 ILCS 5/27-20.08, added by P.A. 102-55, mandates media literacy instruction for grades 9 through 12 beginning in the fall of 2022;
4. 105 ILCS 5/27-20.8, added by P.A. 102-44, requires coverage 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;
5. 105 ILCS 5/27-21, amended by P.A. 102-411, requires instruction on contributions made to society by Americans of different faith practices; and
6. 105 ILCS 5/27-13.2, amended by P.A. 102-195, mandates that the dangers of opioid abuse be included within drug and substance abuse education.

Other curriculum-related content in **PRM**. These additional Public Acts were addressed:

1. 105 ILCS 5/27-22(e), amended by P.A.s 101-464, 101-654, 102-366, and 102-551, updates graduation requirements, some of which will be phased in over time. Beginning with the 24-25 school year, students entering 9th grade will be required to complete two years of a laboratory science, and beginning with the 28-29 school year, rising high schoolers will need to complete two years of a foreign language.
2. 105 ILCS 5/14A-32(a-5), amended by P.A.s 101-654 and 102-209, requires districts to automatically enroll students that meet or exceed State standards in English, math, or science on a State assessment in the next most rigorous level of advanced coursework, beginning in the fall of 2023. For students entering grade 12, the next most rigorous level of advanced coursework in English or math must be a dual credit course, an Advanced Placement course, or an International Baccalaureate course.
3. 110 ILCS 27/16, amended by P.A. 102-516, requires partnership agreements between districts and community colleges for dual credit courses to address access to such courses by students with disabilities.
4. 105 ILCS 5/27-6(b-5), added by P.A. 102-405, allows a student to be excused from physical activity in P.E. during a period of religious fasting with written notice from the student's parent/guardian.
5. 105 ILCS 5/27-9.1, amended by P.A. 102-412 and repealed by P.A. 102-522, was to define *sexting* for sex education curriculum purposes.

The following **PRESS** materials are updated or created in response to the numerous Public Acts discussed above:

5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
6:60, Curriculum Content
6:60-AP1, Comprehensive Health Education Program – **RENUMBERED & REWRITTEN**
6:60-AP1, E1, Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs ~~Students Enrolled in Family Life and Sex Education Class~~ – **REWRITTEN, RENUMBERED & RENAMED**
6:60-AP1, E2, Resources for Biking and Walking Safety Education – **RENUMBERED**
6:60-AP2, Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES)) – **NEW**
6:60-AP3, Developmentally Appropriate Consent Education – **NEW**
6:130, Program for the Gifted
6:135, Accelerated Placement Program
6:135-AP, Accelerated Placement Program Procedures
6:300, Graduation Requirements
6:300-E2, State Law Graduation Requirements
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
6:320, High School Credit for Proficiency
7:260, Exemption from Physical Education
7:310, Restrictions on Publications; Elementary Schools
7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools
7:315, Restrictions on Publications; High Schools
7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools
8:95-AP, Parental Involvement

Ethics, Training, and Educator Misconduct

The General Assembly passed numerous laws related to school board and employee ethics, training, and educator misconduct, including P.A. 102-610, which amends *Erin's Law* (105 ILCS 5/10-23.13) to require that by 7-1-22, districts adopt and implement a policy addressing sexual abuse of children that includes: (a) an age-appropriate and evidence-informed curriculum for pre-K-12 students; (b) evidence-informed training for school personnel on child sexual abuse; and (c) evidence-informed educational information for parents/guardians in school handbooks.

Erin's Law also requires districts to define *prohibited grooming behaviors* and *boundary violations* for school personnel, yet *Erin's Law* does not define these terms. To help districts establish definitions, sample policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, defines prohibited grooming behaviors to include *sexual misconduct* and uses a definition of *sexual misconduct* adapted from House Bill (HB) 1975. HB 1975 did not pass in the first half of the 102nd Ill. General Assembly; however, it includes the results of collaboration to implement some recommendations of the Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Task Force and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. HB 1975 is still pending and is expected to become law.

In response to P.A. 102-610, Make S.A.F.E. Task Force recommendations, and the likely passage of HB 1975, we developed a **NEW** sample policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors.* It requires the superintendent or designee to implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. It is also an *umbrella policy* that references several other existing policies and **PRM** materials, including one that incorporates *Erin's Law* requirements. **NEW** 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, contains sample expectations and guidelines for employee-student boundaries. Districts should not automatically add this to their procedure or personnel manuals. Instead, they should use it and updated 5:120-AP2, *Employee-Conduct Standards,* to prompt local conversations related to employee conduct standards.

This bundle also includes:

1. 105 ILCS 5/21B-85, amended by P.A. 102-552, which requires that a board notify the State Superintendent of Education and the Teachers' Retirement System when it learns that a teacher has been convicted of a felony.
2. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, banning high school guidance counselors from intentionally soliciting or accepting gifts from a prohibited source, with certain exceptions.
3. 105 ILCS 5/10-16a, amended by P.A. 102-638, requiring that beginning in the fall of 2023, board member professional development leadership training address trauma-informed practices for students and staff.
4. 105 ILCS 5/10-21.9, amended by P.A. 102-552, requiring the superintendent to notify the State Superintendent and Regional Superintendent when he or she has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect toward a child.
5. 105 ILCS 5/2-3.53a, amended by P.A. 102-521, establishing a competitive grant program to support ISBE's new principal mentoring program.
6. 725 ILCS 191/15, added by P.A. 102-652, creating the Privacy of Adult Victims of Criminal Sexual Offenses Act; it requires that when a criminal sexual offense is committed or alleged to have been committed by a district employee or contractor, law enforcement immediately transmit a copy of the criminal history record information relating to the investigation to the superintendent.
7. 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604, requiring mandated reporter training to address implicit bias.

The following **PRESS** materials are updated or created:

2:20, Powers and Duties of the School Board; Indemnification
2:105, Ethics and Gift Ban
2:120, Board Member Development
3:40, Superintendent
3:60, Administrative Responsibility of the Building Principal
4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors – **NEW**
4:175, Convicted Child Sex Offender; Screening; Notifications
4:175-AP1, Criminal Offender Notification Laws; Screening
5:30, Hiring Process and Criteria
5:30-AP1, Interview Questions
5:30-AP2, Investigations
5:30-AP2, E1, Notice of Preliminary Hiring Decision Based on Conviction Record
5:30-AP2, E2, Notice of Final Hiring Decision Based on Conviction Record
5:90, Abused and Neglected Child Reporting
5:100, Staff Development Program
5:120, Employee Ethics; Conduct; and Conflict of Interest
5:120-AP2, Employee Conduct Standards
5:120-AP2, E, Expectations and Guidelines for Employee-Student Boundaries – **NEW**
5:125, Personal Technology and Social Media; Usage and Conduct
5:150, Personnel Records
5:260, Student Teachers
7:250, Student Support Services
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs

Student Attendance, Health, and Safety Issues

The General Assembly passed the following laws that affect issues related to student attendance, health, and safety:

1. 410 ILCS 170/, added by P.A. 102-242, eff. 1-1-23, creates the Coal Tar Sealant Disclosure Act and requires districts to consider alternatives to coal tar-based sealant products used in engineering projects and to provide notice to employees and parents/guardians when such products are going to be used on district property.
2. 105 ILCS 5/10-20.59, amended by P.A. 102-199, requires boards to appoint a liaison to facilitate the enrollment of students in the legal custody of the Ill. Dept. of Children and Family Services, no later than the beginning of the 22-23 school year.
3. 105 ILCS 5/10-20.63, amended by P.A. 102-340, mandates that districts make menstrual hygiene products available at no cost to students in the bathrooms of every school building that is open for student use in grades 4 (formerly 6) through 12.
4. 105 ILCS 128/20(c), amended by P.A. 102-395, requires schools to notify and allow parents/guardians to opt their children out of *lockdown drills* involving student participation.
5. 105 ILCS 5/2-3.182, added by P.A. 102-359, provides that districts participating in child nutrition programs must develop and implement a food sharing plan for unused food to assist needy students.
6. 105 ILCS 5/14-1.02, amended by P.A. 102-172, mandates districts to continue to provide special education services to students with disabilities who turn 22 during the school year through the end of the school year.
7. 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126, allows military personnel up to six months (formerly 60 days) to provide a district proof that their child lives in the district.
8. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157, requires public schools to annually communicate to students and their parents/guardians an absenteeism and truancy policy and to update and file the policy every two years with ISBE and the regional superintendent.
9. 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s 102-266 and 102-321, allow a student to be absent for mental or behavioral health reasons for up to five days without a medical note, and permit the school to refer the student to the appropriate school personnel after the second mental health day is used.
10. 105 ILCS 5/26-1, amended by P.A. 102-406, prohibits schools from requiring students excused from attendance for religious reasons to submit a written excuse after returning to school.
11. 105 ILCS 5/10-22.25(b), amended by P.A. 102-360, known as the *Jett Hawkins Law*, prohibits schools from having dress code policies that apply to hairstyles, including those historically associated with race, ethnicity, or hair texture, and requires schools to provide proof of compliance for ISBE recognition pursuant to 105 ILCS 5/2-3.25.
12. 105 ILCS 5/27-23.7(b), amended by P.A. 102-241, adds a student accountability component to *restorative measures* for incidents of bullying based on a protected category.
13. 105 ILCS 5/2-3.130 and 5/10-20.33, amended by P.A. 102-339, permit schools to utilize isolated time out, time out, and physical restraint in very limited circumstances, phase out the use of any prone restraint by 22-23, and require boards to create a time out and physical restraint oversight team to develop a plan for reducing and eventually eliminating the use of these interventions, in accordance with goals established by ISBE.
14. 105 ILCS 5/10-22.6(c), amended by P.A. 102-539, requires a district to invite a representative from a local mental health agency (formerly the Ill. Dept. of Human Services) to attend a suspension review or expulsion hearing whenever there is evidence that mental illness may be the cause of the suspension or recommended expulsion.
15. In June of 2021, the U.S. Supreme Court issued its first opinion on the issue of student discipline for online, off-campus speech in the case of Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021). In Mahanoy, the Court found a school had violated a student's First Amendment rights when it suspended her from the cheerleading squad for vulgar, off-campus, online speech (delivered via Snapchat) that did not identify the school or target any member of the school community.
16. 77 Ill.Admin.Code §690.361, added COVID-19 to the list of diseases in the Control of Communicable Diseases Code that must be reported within three hours by telephone to the local health department.
17. 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-134, and 5/10-20.75, added by P.A. 102-416, require districts to add certain suicide prevention hotline information to student ID cards, student handbooks, and/or the district website.

The following **PRESS** materials are updated or created:

4:60, Purchases and Contracts
4:60-AP1, Purchases
4:110, Transportation
4:150, Facility Management and Building Programs
4:160, Environmental Quality of Buildings and Grounds
4:170, Safety
4:170-AP1, Comprehensive Safety and Security Plan
4:170-AP2, Routine Communications Concerning Safety and Security
4:170-AP2, E5, Notice to Parents/Guardians of Lockdown Drill; Opt-out – **NEW**
6:50, School Wellness
6:120, Education of Children with Disabilities
7:10, Equal Educational Opportunities

7:50, School Admissions and Student Transfers To and From Non-District Schools
7:60, Residence
7:60-AP2, E3, Evidence of Non-Parent's Custody, Control, and Responsibility of a Student
7:70, Attendance and Truancy
7:80, Release Time for Religious Instruction/Observance
7:160, Student Appearance
7:165, School Uniforms
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
7:190, Student Behavior
7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint
7:190-AP5, Student Handbook – Electronic Devices
7:190-AP6, Guidelines for Investigating Sexting Allegations
7:190-E2, Student Handbook Checklist
7:200, Suspension Procedures
7:210, Expulsion Procedures
7:240, Conduct Code for Participants in Extracurricular Activities
7:240-AP1, Code of Conduct for Extracurricular Activities
7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases
7:290, Suicide and Depression Awareness and Prevention
7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program

Open Meetings Act

The following laws impact the Open Meetings Act and require updating of certain sample **PRESS** materials:

1. 5 ILCS 120/7, amended by P.A. 101-640, allows boards to meet remotely without a quorum physically present at the meeting location during a public health emergency.
2. 5 ILCS 120/2.06(d), amended by P.A. 102-653, clarifies the timeframe in which public bodies and their committees must conduct semi-annual reviews of their closed session minutes.

The following **PRESS** materials are updated:

2:110, Qualifications, Term, and Duties of Board Officers
2:150, Committees
2:220, School Board Meeting Procedure
2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes
2:220-E3, Closed Meeting Minutes
2:220-E5, Semi-Annual Review of Closed Meeting Minutes
2:220-E6, Log of Closed Meeting Minutes
2:220-E8, School Board Records Maintenance Requirements and FAQs

Holidays and Leaves

The 102nd General Assembly passed several pieces of legislation this year to add school holidays and expand employee leave entitlements, including:

1. 105 ILCS 5/24-2, amended by P.A.s 102-14, eff. 1-1-22, and 102-334, and 105 ILCS 5/24-2, amended by P.A. 102-15, recognizes *Juneteenth National Freedom Day* (June 19) and *2022 Election Day* (11-8-22) as legal school holidays, respectively.
2. 105 ILCS 5/24-6.4, added by P.A. 102-335, expands eligibility for the federal Family and Medical Leave Act leave to district employees who have been employed for at least 1,000 (rather than 1,250) hours in the 12 months immediately preceding the leave. This expansion will allow more educational support personnel to access FMLA leave.
3. 105 ILCS 5/24-6, amended by P.A. 102-275, allows eligible teachers and support staff to take up to 30 working school days for birth, adoption, placement for adoption, or acceptance of a child in need of foster care. Leave for birth may be taken any time within the 12-month period following the birth and may not be diminished due to an intervening break or holidays.
4. 820 ILCS 180/, amended by P.A. 102-487, expands leave under the Victim's Economic Security and Safety Act to include leave for *other crimes of violence*, including homicide, sex offenses, bodily harm offenses, harassing and obscene communications, terrorism, and armed violence.
5. 105 ILCS 5/24-2(c), amended by P.A. 102-411, recognizes Muhammed Ali's birthday (Jan. 17) as a school commemorative holiday.

The following **PRESS** materials are updated:

3:50, Administrative Personnel Other Than the Superintendent
5:185, Family and Medical Leave
5:185-AP, Resource Guide for Family and Medical Leave
5:200, Terms and Conditions of Employment and Dismissal
5:250, Leaves of Absence
5:330, Sick Days, Vacation, Holidays, and Leaves
6:20, School Year Calendar and Day

School Counselor Terminology

The General Assembly has passed legislation to clarify that a licensed *school counselor* is not the same as a school *guidance counselor.* School counselor is the licensed school support personnel endorsement, but the term guidance counselor is still sometimes used to refer to staff members who assist students with post-secondary planning. The *school counselor's* role is broader and includes academic, social-emotional, and college and career counseling.

The following **PRESS** materials are updated:

6:100-AP, Dissection of Animals
7:20-AP, Harassment of Students Prohibited
7:150, Agency and Police Interviews
7:190-AP3, Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students
7:190-E3, Memorandum of Understanding

Student Data Privacy and Records

The Student Online Personal Protection Act (SOPPA), a State law intended to protect the privacy and security of students' online data at school, went into effect 7-1-21. ISBE recently issued rules to implement how parents/guardians may exercise their rights to review their children's data; materials in the 7:345 suite have been updated to assist districts with the management of parent/guardian requests. The Ill. School Student Records Act was also recently amended to allow for greater sharing of student information between feeder elementary and high school districts under intergovernmental agreements.

The following **PRESS** materials are updated or created:

6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
7:340, Student Records
7:340-AP1, School Student Records
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records
7:345, Use of Educational Technologies; Student Data Privacy and Security
7:345-AP, Use of Educational Technologies; Student Data Privacy and Security
7:345-AP, E4, Notice of Parent Rights Regarding Student Covered Information
7:345-AP, E5, Parent Request Form for Student Covered Information – **NEW**
7:345-AP, E6, Parent Request Form for Correction of Student Covered Information – **NEW**

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous review changes. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 9.

The following **PRESS** materials are updated:

2:150-AP, Superintendent Committees
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
2:260, Uniform Grievance Procedure
4:60-AP4, Federal and State Award Procurement Procedures
4:80, Accounting and Audits
5:10, Equal Employment Opportunity and Minority Recruitment
5:20, Workplace Harassment Prohibited
5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation
5:90-AP, Coordination with Children's Advocacy Center
5:100-AP, Staff Development Program
5:210, Resignations
5:220, Substitute Teachers
5:220-AP, Substitute Teachers
6:15, School Accountability
6:180, Extended Instructional Programs
6:300-E3, Form for Exemption from Financial Aid Application Completion
6:340, Student Testing and Assessment Program
7:20, Harassment of Students Prohibited
8:70, Accommodating Individuals with Disabilities

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits** Table in numerical order beginning on p. 9.

The following **PRESS** materials are updated in response to five-year reviews:

4:120, Food Services
7:30, Student Assignment and Intra-District Transfer
7:60-AP1, Challenging a Student's Residence Status
7:60-AP2, E1, Letter of Residence from Landlord in Lieu of Lease
7:60-AP2, E2, Letter of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident
7:190-E1, Aggressive Behavior Reporting Letter and Form
7:190-E4, Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code
7:200-E1, Short Term Out-of-School Suspension (1-3 Days) Reporting Form
7:200-E2, Long Term Out-of-School Suspension (4-10 Days) Reporting Form
7:210-E1, Notice of Expulsion Hearing
8:100, Relations with Other Organizations and Agencies

Please also spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Progress Report — The contents of this table frequently change.

Topics	Our Response
Empowering Public Participation Act The Empowering Public Participation Act, 5 ILCS 850/, added by P.A. 102-348, prohibits law enforcement from conducting background checks of individuals because they are making comments during public participation.	We will address this update in footnotes to policy 2:230, *Public Participation at School Board Meetings and Petitions to the Board* in an upcoming **PRESS** Issue.
Anaphylactic Prevention Policy 105 ILCS 5/2-3.182, added by P.A. 102-413, requires ISBE, in consultation with the Ill. Dept. of Public Health (IDPH), to develop a model *anaphylactic policy* for school districts that includes guidelines and procedures to be followed for the prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis. The law requires ISBE to distribute the policy to all school boards at least six months after 8-20-21, the effective date of P.A. 102-413. Boards will have six months after receiving the model anaphylactic policy from ISBE to implement or update their local policies, as appropriate, in accordance with ISBE's model.	When ISBE delivers its model policy, we will update relevant materials in an upcoming **PRESS** Issue in enough time for subscribers to comply with this law. Updates will include policies 7:270, *Administering Medicines to Students* and 7:285, *Food Allergy Management Program*.
Vaccination/Testing Mandate for School Personnel Executive Order (EO) 2021-22 required all school personnel to be fully vaccinated against COVID-19 by 9-19-21 or to submit to at least weekly testing. Due to the fluidity of the ongoing pandemic, frequently changing IDPH and ISBE guidance, and a number of pending legal challenges as of Issue 108's publication, **PRESS** materials will not be updated to incorporate the EO's requirements. Boards wishing to adopt a policy to facilitate implementation of the EO should work with their local board attorneys to do so.	No **PRESS** materials are affected.

Progress Report — The contents of this table frequently change. — *continued*

Topics	Our Response
Dept. of Education Transgender Guidance On 6-16-21, the U.S. Dept. of Education's Office for Civil Rights issued an official interpretation stating that in light of the U.S. Supreme Court's decision in Bostock v. Clayton County, Title IX protects students who are lesbian, gay, bisexual or transgender from harassment and other forms of sex discrimination. On 6-22-21, the Dept. also filed a statement of interest in the pending case of B.P.J. v. West Virginia State Bd. of Educ., arguing that Title IX and the 14th Amendment's equal protection clause prohibit West Virginia's law that bans transgender girls from participating on female athletic teams. The Dept.'s guidance is available at: www2.ed.gov/about/offices/list/ocr/lgbt.html. See also ISBE guidance and resources on supporting transgender, nonbinary, and gender nonconforming students at: www.isbe.net/supportallstudents.	No **PRESS** materials are affected.

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
2:20, Powers and Duties of the School Board; Indemnification	The policy, Legal References, Cross References, and footnotes are updated. Policy text is updated in response to 105 ILCS 5/21B-85(b), amended by P.A. 102-552, which was part of the General Assembly's focus on resolving Educator Misconduct. The amendment shifts responsibility from the State Superintendent to local boards of education to notify the Teachers' Retirement System (TRS) when it learns that a teacher was convicted of a felony. Major notifications required of the board to ISBE and TRS were inserted to clarify board duties related to educator misconduct. The Legal References reflect the reporting section of the School Code, Cross References are updated to align with other policies related to managing educator misconduct, and the footnotes are updated to align with these changes.	☐
2:105, Ethics and Gift Ban	The Legal References and footnotes are updated in response to 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, banning high school guidance counselors from soliciting or accepting gifts from a prohibited source. A new footnote 5 is added, and continuous improvement updates are also made to the footnotes.	☐
2:110, Qualifications, Term, and Duties of Board Officers	The policy, Legal References, and footnotes are updated in response to: 1. OMA, 5 ILCS 120/7, amended by P.A. 101-640, allowing boards to meet remotely during a public health emergency; 2. 105 ILCS 5/21B-85, amended by P.A. 102-552, requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher has been convicted of a felony; and 3. Continuous improvement.	☐
2:120, Board Member Development	The policy and footnotes are updated in response to 105 ILCS 5/10-16a, amended by P.A. 102-638 (requiring, beginning in the fall of 2023, professional development leadership training to also include trauma-informed practices for students and staff), and continuous improvement.	☐
2:150, Committees	The policy is unchanged. The Legal References are updated with a minor style change. The footnotes are updated in response to OMA, 5 ILCS 120/2.06(d), amended by P.A. 102-653, and for continuous improvement.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

2:150-AP, Superintendent Committees	The procedure is updated in response to: 1. 105 ILCS 5/24A-5, amended by P.A. 102-252, adding to the duties of the Performance Educational Reform Act (PERA) Joint Committee to extend the frequency of evaluations for tenured teachers whose performance are rated as either excellent or proficient. The new duties must be completed by 9-1-22; and 2. 105 ILCS 5/10-20.74, added by P.A. 101-654, requiring districts to submit an annual report to ISBE regarding educational technology capacities and policies. A new function has been added to the **Educational Technology Committee** subhead to support this submission.	☐
2:220, School Board Meeting Procedure	The policy and footnotes are updated in response to OMA, 5 ILCS 120/2.06(d), amended by P.A. 102-653, clarifying when boards and their committees must conduct reviews of their closed session minutes, and for continuous improvement.	☐
2:220-E1, Board Treatment of Closed Meeting Verbatim Recordings and Minutes	The exhibit is updated for the reason stated in 2:220, *School Board Meeting Procedure*, above.	☐
2:220-E3, Closed Meeting Minutes	The exhibit is updated for the reason stated in 2:220, *School Board Meeting Procedure*, above.	☐
2:220-E5, Semi-Annual Review of Closed Meeting Minutes	The exhibit is updated for the reason stated in 2:220, *School Board Meeting Procedure*, above.	☐
2:220-E6, Log of Closed Meeting Minutes	The exhibit is updated for the reason stated in 2:220, *School Board Meeting Procedure*, above.	☐
2:220-E8, School Board Records Maintenance Requirements and FAQs	The exhibit is updated in response to: 1. The reason stated in 2:220, *School Board Meeting Procedure*, above; 2. OMA, 5 ILCS 120/7(e), added by P.A. 101-640, permitting boards to meet remotely during a public health emergency; and 3. Continuous improvement.	☐

PRESS Issue 108 Trivia

603 PRM pages • 1,330 footnotes • 146,914 words • 134 PRM materials

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to: 1. Property Tax Code, 35 ILCS 200/18-50.2, added by P.A. 102-265, requiring good faith efforts to electronically publish certain vendor and subcontractor data in years a district has an aggregate tax levy greater than $5M; 2. 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-134, requiring web-posting contact information of specific crisis hotlines if a district does not issue student ID cards to all students; 3. 105 ILCS 5/10-21.3, requiring all records pertaining to school attendance areas to be open to the public; 4. Ill. Pension Code, 40 ILCS 5/16-150.1, amended by P.A. 102-440, mandating web-posting of vacancies for teaching positions in subject shorting areas before hiring retired teachers to those positions; 5. 105 ILCS 5/10-20.75 (final citation pending), added by P. A. 102-302, eff. 1-1-22, requiring web-posting of certain information about school support personnel and student enrollment; 6. 105 ILCS 5/27-9.1a, added by P.A. 102-522, requiring districts that offer comprehensive personal health and safety and comprehensive sexual health education (NSES) to identify the curriculum they use to provide it, along with contact information of a school staff member who can respond to inquiries about the curriculum; 7. 23 Ill.Admin.Code §227.60(a), implementing 105 ILS 5/14A-32 (accelerated placement); and 8. Continuous improvement.	☐
2:260, Uniform Grievance Procedure	The policy, Legal References, and footnotes are updated for continuous improvement. Footnote 4 is updated in response to 105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-238, requiring districts to ensure their Internet websites or web services comply with Level AA of the Web Content Accessibility Guidelines 2.1 or any revised version of the guidelines.	☐
3:40, Superintendent	The policy, Legal References, Cross References, and footnotes are updated in response to the General Assembly's focus on resolving Educator Misconduct. The policy text is updated to clarify a superintendent's special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*, pursuant to 105 ILCS 5/10-21.9(e-5), amended by P.A.102-552. The Legal References, Cross References and footnotes are updated to align with this change.	☐
3:50, Administrative Personnel Other Than the Superintendent	The Cross References and footnotes are updated. The Cross References reflect the General Assembly's focus on resolving Educator Misconduct. The footnotes include a reference to 105 ILCS 5/24-2, amended by P.As. 101-642 (*2020 Election Day*), 102-14, eff. 1-1-22, and 102-334 (both *Juneteenth National Freedom Day*).	☐
3:60, Administrative Responsibility of the Building Principal	The Legal References, Cross References and footnotes are updated. The Cross References are updated for the reasons stated in 3:50, *Administrative Personnel Other Than the Superintendent*, above, along with training for principals. The footnotes include reference to principal mentoring services subject to appropriation in 105 ILCS 5/2-3.53a, amended by P.A. 102-521.	☐
4:60, Purchases and Contracts	The policy, Legal References, and footnotes are updated in response to the Coal Tar Sealant Disclosure Act, 410 ILCS 170/, added by P.A. 102-242, eff. 1-1-23, and for continuous improvement related to federal awards and the Grant Accountability and Transparency Act, 30 ILCS 708/.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

4:60-AP1, Purchases	The procedure is updated in response to the Coal Tar Sealant Disclosure Act, 410 ILCS 170/, added by P.A. 102-242, eff. 1-1-23. Footnote 2 is added for continuous improvement related to the Grant Accountability and Transparency Act, 30 ILCS 708/.	☐
4:60-AP4, Federal and State Award Procurement Procedures	The procedure is updated in response to 2 C.F.R. Part 200, amended by 85 Fed.Reg. 49543, and for continuous improvement.	☐
4:80, Accounting and Audits	The policy is unchanged. The footnotes are updated in response to the Uniform Electronic Transactions Act, 815 ILCS 333/, added by P.A. 102-38.	☐
4:110, Transportation	The policy, Cross References, and footnotes are updated in response to 105 ILCS 5/10-20.59, amended by P.A. 102-199, requiring boards to appoint a liaison to facilitate the enrollment of students in the legal custody of the Ill. Dept. of Children and Family Services, and for continuous improvement.	☐
4:120, Food Services	The policy is unchanged. The footnotes are updated in response to a five-year review.	☐
4:150, Facility Management and Building Programs	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/10-20.63, added by P.As. 100-163 and 102-340, requiring school districts to make menstrual ~~feminine~~ hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of every school building that is open for student use serving students in grades 4 ~~6~~ through 12 during the regular school day.	☐
4:160, Environmental Quality of Buildings and Grounds	The policy, Legal References, and footnotes are updated in response to: 1. The Coal Tar Sealant Disclosure Act, 410 ILCS 170/, added by P.A. 102-242, eff. 1-1-23; 2. The Illinois Pesticide Act, 415 ILCS 60/14 3.F., amended by P.A. 102-548; and 3. Continuous improvement; footnote 1 now references that 40 C.F.R. §763.93(g)(4) and 77 Ill.Admin.Code §855.300(a)(3) require annual notice to parents and employees of the availability of the district's asbestos management plan, along with a reference to the (Ill. Principals Association) IPA model handbook service.	☐
4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors	**NEW.** This policy is created in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, requiring districts to adopt and implement a policy addressing sexual abuse of children that includes an age-appropriate and evidence-informed curriculum for pre-K-12 students, evidence-informed training for school personnel on child sexual abuse, and evidence-informed educational information for parents/guardians in school handbooks.	☐
4:170, Safety	The policy and footnotes are updated in response to 105 ILCS 128/20(c), amended by P.A. 102-395, requiring schools to notify and allow parents/guardians to opt their children out of *lockdown drills* involving student participation. Continuous improvement updates are also made to the policy, Legal References, Cross References, and footnotes.	☐
4:170-AP1, Comprehensive Safety and Security Plan	The procedure is updated for the reasons stated in 4:170, *Safety*, above.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

4:170-AP2, Routine Communications Concerning Safety and Security	The procedure is updated for the reasons stated in 4:170, *Safety*, above.	☐
4:170-AP2, E5, Notice to Parents/Guardians of Lockdown Drill; Opt-out	**NEW.** This exhibit is created in response to 105 ILCS 128/20(c), amended by P.A. 102-395.	☐
4:175, Convicted Child Sex Offender; Screening; Notifications	The policy, Legal References, Cross References, and footnotes are updated. The footnotes are updated in response to: 1. The Sex Offender Community Notification Law, 730 ILCS 152/121(b), amended by P.A. 102-197, the school counselor terminology change; and 2. 725 ILCS 191/15, added by P.A. 102-652, creating the Privacy of Adult Victims of Criminal Sexual Offenses Act. Other continuous improvement updates are made throughout the policy, Legal References, Cross References, and footnotes.	☐
4:175-AP1, Criminal Offender Notification Laws; Screening	The procedure is updated in response to: 1. 725 ILCS 191/15, added by P.A. 102-652, creating the Privacy of Adult Victims of Criminal Sexual Offenses Act; 2. 105 ILCS 5/21B-85, amended by P.A. 102-552, requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher has been convicted of a felony; and 3. Continuous improvement.	☐
5:10, Equal Employment Opportunity and Minority Recruitment	The policy and footnotes are updated in response to: 1. Ill. Human Rights Act (IHRA), 775 ILCS 5/2-101, 5/2-102, and 5/2-104, amended by P.A. 102-33, adding discrimination on the basis of *work authorization status* as a civil rights violation. 2. Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/30, amended by P.A. 102-487, expanding the protections of the Act to employees impacted by *other crimes of violence*. The footnotes are also updated with continuous improvement changes.	☐
5:20, Workplace Harassment Prohibited	The policy, footnotes, and Legal References are updated. The policy is updated in response to IHRA, 775 ILCS 5/2-101, 5/2-102, and 5/2-104, amended by P.A. 102-33, adding discrimination (including harassment) on the basis of work authorization status as a civil rights violation. The footnotes are updated for the same reason as the policy and in response to: 1. The Ill. Dept. of Human Rights (IDHR) *FAQ for Employers under Section 5/2-108 and Form IDHR 2-108*; 2. New exhibit 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*; and 3. Continuous improvement. The Legal References are updated with additional case citations for continuous improvement.	☐
5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation	The procedure is updated in response to the IHRA amendment stated in 5:20, *Workplace Harassment Prohibited*, above (work authorization status), and for continuous improvement.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:30, Hiring Process and Criteria	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/21B-85, amended by P.A. 102-522, requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher has been convicted of a felony, and for continuous improvement. Footnote 5 is updated in response to IHRA, 775 ILCS 5/2-103.1(c), added by P.A. 101-656, with a discussion regarding application of the IHRA's *interactive assessment* requirement for disqualifying offenses listed in 105 ILCS 5/21B-80. Footnote 6 is updated in response to IDHR guidance for implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, at: www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx.	☐
5:30-AP1, Interview Questions	The procedure is updated in response to: 1. IHRA amendment noted in 5:20, *Workplace Harassment Prohibited*, above (work authorization status); 2. 105 ILCS 5/21B-80, amended by P.A. 102-552; and 3. IDHR guidance for implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, at: www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx. In light of this guidance, consult the board attorney if the district wants to ask candidates about disqualifying convictions before the job offer stage.	☐
5:30-AP2, Investigations	The procedure is updated in response to: 1. 105 ILCS 5/10-21.9 and 5/21B-80, amended by P.A. 102-522, adding homicide offenses to the list of offenses barring individuals from school district employment; 2. Ill. Vehicle Code, 625 ILCS 5/6-106.1, amended by P.A. 102-168; 3. IHRA, 775 ILCS 5/2-103.1, added by P.A. 101-656, and **PRESS** Advisory Board (PAB) feedback regarding the need to account for the seven working day timeline for an applicant to respond to an Ill. State Police background report pursuant to the Ill. Uniform Conviction Information Act, 20 ILCS 2635/7, in addition to the five business day response timeline required under 775 ILCS 5/2-103.1. New footnotes 2, 3, and 4 are added to address issues arising from implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656; and 4. Continuous improvement.	☐
5:30-AP2, E1, Notice of Preliminary Hiring Decision Based on Conviction Record	The exhibit is updated for reason #3 stated in 5:30-AP2, *Investigations*, above, and for continuous improvement.	☐
5:30-AP2, E2, Notice of Final Hiring Decision Based on Conviction Record	The exhibit is updated in response to issues arising from implementation of IHRA, 775 ILCS 5/2-103.1, added by P.A. 101-656, and for continuous improvement.	☐
5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition	The policy, Legal References, and footnotes are updated in response to: 1. 105 ILCS 5/27-13.2, amended by P.A. 102-195, requiring districts to educate students about the prevention and avoidance of drugs abuse and the dangers of opioid and substance abuse; and 2. PAB feedback for continuous improvement related to reasonable suspicion, now that a couple of years have passed since the Cannabis Regulation Tax Act (CRTA) became law. Legal References are updated in response to continuous improvement.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:90, Abused and Neglected Child Reporting	The policy, Legal References, Cross References, and footnotes are updated in response to: 1. 105 ILCS 5/14-1.02, amended by P.A. 102-172, requiring districts to provide special education services to students with disabilities who turn 22 during the school year for the remainder of that school year; 2. 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610; and 3. 105 ILCS 5/21B-85, amended by P.A. 102-552, requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher has been convicted of a felony, and continuous improvement. The Legal References and footnote 18 are updated to incorporate the requirement of the Elementary and Secondary Education Act, 20 U.S.C. §7926, discussed in 5:150, *Personnel Records*, below. Other continuous improvement updates are made throughout the policy and footnotes.	☐
5:90-AP, Coordination with Children's Advocacy Center	The procedure is updated with the final citation to 105 ILCS 5/22-85(i), added by P.A. 101-531, and for continuous improvement. Footnote 2 is updated for clarity.	☐
5:100, Staff Development Program	The policy, Cross References, Administrative Procedure references, and footnotes are updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, and for continuous improvement. Staff development program requirements related to mandated reporting training and Erin's Law that previously appeared as an option in the footnotes have been moved into the default policy text and are accompanied by new footnote 2. Due to the insertion of new footnote 2, what were previously footnotes 4 and 5 are renumbered as footnotes 5 and 6. Old footnote 4/ new footnote 5 was also updated in response to P.A. 102-197.	☐
5:100-AP, Staff Development Program	The procedure is updated for continuous improvement.	☐
5:120, Employee Ethics; Conduct; and Conflict of Interest	The policy, Legal References, Cross References, and footnotes are updated in response to, among other things, the General Assembly's focus on resolving Educator Misconduct as follows: 1. 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610; 2. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, eff. 1-1-22 (guidance counselor gift ban); and 3. Continuous improvement. The General Assembly may consider HB 1975 during Veto Session. If HB 1975 is passed, more updates will be required to this policy.	☐
5:120-AP2, Employee Conduct Standards	The procedure and its footnotes are updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, and for continuous improvement. The footnotes are updated in response to: 1. 105 ILCS 5/27-13.2, amended by P.A. 102-195, including the dangers of opioid abuse within drug and substance abuse education; 2. 105 ILCS 5/21B-75, amended by P.A. 102-552, amending suspension or revocation of license provision to also apply to suspension or revocation of endorsements or approvals; and 3. 775 ILCS 5/2-103.1, added by P.A. 101-656, prohibiting certain adverse employment actions based on conviction records. Do not automatically add this to the district's procedure or personnel manual. Use this procedure to prompt local conversations related to employee conduct standards, including the prevention of sexual misconduct and grooming.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:120-AP2, E, Expectations and Guidelines for Employee-Student Boundaries	**NEW.** This exhibit is created in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. Do not automatically add this to the district's procedure or personnel manual. Use this exhibit to structure local conversations around what the district will include for its examples of expectations and guidelines about professional boundaries in employee-student relationships.	☐
5:125, Personal Technology and Social Media; Usage and Conduct	The policy, Legal References, Cross References, and footnotes are updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 *(Erin's Law)*, amended by P.A. 102-610. For more information about *Erin's Law* requirements, see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and the **Ethics, Training, and Educator Misconduct** bundle, above. Other continuous improvements are made throughout.	☐
5:150, Personnel Records	The policy, Legal References, Cross References, and footnotes are updated in response to: 1. 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, requiring policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and for more information read the **Ethics, Training, and Educator Misconduct** bundle, above; and 2. The Elementary and Secondary Education Act (ESEA), 20 U.S.C. §7926 (requiring policies to prohibit districts from providing a recommendation of employment for an employee, contractor, or agent that a district knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law).	☐
5:185, Family and Medical Leave	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/24-6.4, added by P.A. 102-335, lowering the threshold for FMLA eligibility for school employees to 1,000 ~~1,250~~ hours worked in the preceding 12-months, and for continuous improvement.	☐
5:185-AP, Resource Guide for Family and Medical Leave	The procedure is updated in response to the same legislation noted in 5:185, *Family and Medical Leave*, above.	☐
5:200, Terms and Conditions of Employment and Dismissal	The policy, Legal References, and footnotes are updated. The policy is updated in response to PAB feedback regarding the need to comply with the terms of individual employment contracts, in addition to collective bargaining agreements and other legal requirements. A minor style change is made to the Legal References. Finally, the footnotes are updated in response to: 1. 105 ILCS 5/24-2, amended by P.A. 102-15, designating *2022 Election Day* (11-8-22) as a school holiday; 2. 105 ILCS 5/24-2, amended by P.A.s 102-14 and 102-334, designating *Juneteenth* (June 19) as a holiday; 3. 105 ILCS 5/24A-5, amended by P.A. 102-252, allowing districts to evaluate tenured teachers rated as *excellent* or *proficient* every three (rather than two) years, in accordance with its teacher evaluation plan and an informal teacher observation plan, to be established by ISBE rule and the agreement of the PERA Joint Committee; and 4. Continuous improvement.	☐
5:210, Resignations	The policy is unchanged. The Legal References are updated with a minor style change. The footnotes are updated in response to 105 ILCS 5/24-14, amended by P.A. 102-552, requiring certain items be included in a district's referral to the State Superintendent of a teacher who resigns during the school term. Continuous improvement updates are also made to the footnotes.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:220, Substitute Teachers	The policy and footnote 7 are updated in response to 105 ILCS 5/16-118, amended by P.A. 102-537, limiting substitute teaching hours for TRS annuitants to 500 hours per school year beginning 7-1-23, previously 7-1-21. Footnote 7 is also updated in response to 105 ILCS 5/16-150.1, amended by P.A. 102-440, allowing TRS annuitants to teach in a subject shortage area through 6-30-24, previously 6-30-21. Other continuous improvement updates are made throughout the policy and footnotes.	☐
5:220-AP, Substitute Teachers	The procedure is updated in response to: 1. 325 ILCS 5/4, amended by P.A. 101-564, requiring mandated reporter training within three months of initial employment and at least every three years thereafter; 2. 105 ILCS 5/24-5(b-4), amended by P.A. 101-81, allowing boards to require new substitute teachers to submit evidence of physical fitness and be subject to additional health examinations/screenings; and 3. Continuous improvement.	☐
5:250, Leaves of Absence	The policy and footnotes are updated in response to: 1. 105 ILCS 5/24-6, amended by P.A. 102-275, permitting eligible school employees to take up to 30 days of paid sick leave for birth, without medical certification, any time within one year following the birth, and for adoption, placement for adoption, or acceptance of a child in need of foster care; and 2. VESSA, 820 ILCS 180/, amended by P.A. 102-487, adding *other crimes of violence* to its leave protections. The Legal References are updated with a minor style change. The footnotes are also updated in response to 56 Ill.Admin.Code Part 252, implementing the Child Bereavement Leave Act, 820 ILCS 154/, and for continuous improvement.	☐
5:260, Student Teachers	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-80, amended by P.A. 102-552, and for continuous improvement.	☐
5:330, Sick Days, Vacation, Holidays, and Leaves	The policy and footnotes are updated in response to: 1. 105 ILCS 5/24-6, amended by P.A. 102-275, permitting eligible school employees to take up to 30 days of paid sick leave for birth, without medical certification, any time within one year following the birth, and for adoption, placement for adoption, or acceptance of a child in need of foster care; 2. VESSA, 820 ILCS 180/, amended by P.A. 102-487, adding *other crimes of violence* to the protections of VESSA; 3. 105 ILCS 5/24-2, amended by P.A. 102-15, designating *2022 Election Day* (11-8-22) as a school holiday; 4. 105 ILCS 5/24-2, amended by P.A.s 102-14 and 102-334, designating *Juneteenth* (June 19) as a holiday; and 5. Continuous improvement. The footnotes are also updated in response to 56 Ill.Admin.Code Part 252, implementing the Child Bereavement Leave Act, 820 ILCS 154/.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:15, School Accountability	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/10-17a (school report cards), amended by three different P.A.s as follows: 1. P.A. 102-294, eff. 1-1-22 (data on the number of incidents of violence that occurred on school grounds or during school-related activities and that resulted in an out-of-school suspension, expulsion, or removal to an alternative setting); 2. P.A. 102-594, eff. 7-1-22 (the number of teachers who are National Board Certified Teachers, disaggregated by race and ethnicity); and 3. P.A. 102-539 (school report card deliveries delayed until 12-31 in years when the Governor declares a public health emergency).	☐
6:20, School Year Calendar and Day	The policy is updated with a Legal Reference-only addition of 5 ILCS 490/, State Commemorative Dates Act. Footnotes are updated in response to the following Public Acts that apply to this law and the School Code: 1. P.A. 102-411, adding Muhammad Ali's birthday; 2. P.A. 102-588, naming the first full week of April each year as Autism Acceptance Week; 3. P.A.s 102-14, eff. 1-1-22, and 102-334, enacting Juneteenth National Freedom Day on June 19 each year, and note that conflicts related to celebrating Juneteenth when it falls on a Saturday or Sunday exist, e.g., P.A. 102-14 (the controlling Public Act) states "when June nineteenth falls on a Saturday or Sunday, neither the preceding Friday nor the following Monday shall be held or considered as a *paid* holiday" but contrast P.A. 102-334, stating "when June nineteenth falls on a Sunday, the following Monday shall be held and considered the holiday" (notice the word *paid* is missing and it does not address when Juneteenth falls on a Saturday whether Friday is the holiday); and 4. 105 ILCS 5/10-20.56, amended by P.A. 102-584, permitting e-learning days to be used when a school is selected as a polling place under the Election Code. Regarding item #3 above, consult the board attorney about whether Juneteenth should be celebrated as an unpaid holiday on either the preceding Friday or the following Monday when it falls on a Saturday or Sunday, respectively, or not at all when it falls on a Saturday.	☐
6:50, School Wellness	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-359, requiring districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP) to develop a food sharing plan. Legal References are updated with style changes. The footnotes discuss that these plans will depend upon many local factors, not the least of which is the requirement to work with the local health department.	☐

6:60, Curriculum Content	The policy, Legal References, Cross References, and footnotes are updated in response to: 1. The repeal of 105 ILCS 5/27-9.1 and 5/27-9.2, amended by P.A. 102-522, (colloquially referred to as "family life and sex education programs") and replacement of them with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). Boards retain local control to decide if they will (a) offer the new sex education (NSES) and/or developmentally appropriate consent education curriculums, and (b) if they offer one or the other or both, whether they will communicate those choices through their policies. A very lengthy footnote 34 is updated to discuss these options, along with analysis and instruction related to how a board will need to align the accompanying 6:60 suite of materials (see suite 6:60 **PRM** materials below) to its actual curriculum choices. While the NSES law is effective immediately, no guidance yet exists about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, may continue to do so for: (a) their 21-22 school years, and/or (b) continuing into the 22-23 school year and subsequent school years. 2. 105 ILCS 5/27-6.3, added by P.A. 102-357, requiring at least 30 minutes daily of supervised, unstructured, child-directed play for students in K through 5; 3. 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654, addressing computer literacy skills; 4. 105 ILCS 5/27-20.08, added by P.A. 102-55, mandating media literacy instruction for grades 9 through 12 beginning in the fall of 2022; 5. 105 ILCS 5/27-20.8, added by P.A. 102-44, requiring coverage 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); 6. 105 ILCS 5/27-21, amended by P.A. 102-411, requiring instruction on contributions made to society by Americans of different faith practices); and 7. 105 ILCS 5/27-13.2, amended by P.A. 102-195, mandating the dangers of opioid abuse be included within drug and substance abuse education. It is important to spend time and understand the significant changes affecting this policy and the following suite of 6:60 **PRM** materials (see below) for this Issue. For more information about this policy's updates, read the **Curriculum and Sex Education** bundle, above, study the "*Yellow* Committee Worksheet" changes in the footnotes to this policy available at **PRESS** Online, and consult the board attorney.	☐

6:60-AP1, Comprehensive Health Education Program	**RENUMBERED & REWRITTEN.** The procedure is rewritten in response to: 1. The repeals of 105 ILCS 5/27-9.1 and 5/27-9.2, and replacement of them with 105 ILCS 5/27-9.1a, added by P.A. 102-522 (See the discussion in item 1 in 6:60, *Curriculum Content*, above); and 2. 105 ILCS 110/3, amended by P.A. 102-464, expanding education related to tobacco abuse to include e-cigarettes and other vapor devices starting in grade 5. It is important to understand that this procedure lists every topic required in the Comprehensive Health Education Program (CHEP) law, 105 ILCS 110/3, and if another law applies to the topic, that law is cited and the footnotes discuss and analyze both laws. *Family life*, "including evidence-based and medically accurate information regarding sexual abstinence," remained in the Comprehensive Health Education Program (CHEP) law (105 ILCS 110/3) despite CHEP being amended by P.A. 102-464. Because ISBE has until 8-1-22 to develop its learning standards and resources, at the time of **PRESS** Issue 108's publication, no guidance existed about how to align this CHEP requirement with NSES or how to provide it if a board does not implement NSES.	☐
6:60-AP1, E1, Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs~~Students Enrolled in Family Life and Sex Education Class~~	**REWRITTEN, RENUMBERED & RENAMED.** The exhibit is rewritten in response to the reasons set forth in 6:60, *Curriculum Content* and 6:60-AP1, *Comprehensive Health Education Program*, above. The **Written Objection(s) and/or Opt-outs** lists all courses or programs that parents/guardians may object to in writing and/or opt their children out of, and it aligns four statutes that now address a district's responsibility to provide age-appropriate sexual abuse and assault awareness and prevention education programs, notices of that instruction, etc. Those four statutes are: 1. 105 ILCS 110/3, addressing age-appropriate sexual abuse and assault awareness and prevention education in all grades); 2. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610 and see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, permitting boards to adopt and implement a policy addressing sexual abuse prevention education for students through grade 5 and their parents/guardians; 3. 105 ILCS 5/27-9.1a(b) and (d), amended by P.A. 102-522, requiring comprehensive personal health and safety and comprehensive sexual health education a/k/a National Sex Education Standards (NSES) and allowing parents/guardians to opt their children out by submitting a request in writing); and 4. 105 ILCS 5/27-13.2, addressing written objections to sexual abuse prevention instruction and notice provisions (minimum five days) for students in grades K through 8. See also the discussions in 6:60, *Curriculum Content*, and 6:60-AP1, *Comprehensive Health Education Program*, above.	☐
6:60-AP1, E2, Resources for Biking and Walking Safety Education	**RENUMBERED.** The exhibit is unchanged and only renumbered in response to the changes in 6:60-AP1, *Comprehensive Health Education Program* and 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*, above.	☐
6:60-AP2, Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))	**NEW.** The procedure is created in response to the repeals of 105 ILCS 5/27-9.1 and 5/27-9.2, and replacement of them with NSES 105 ILCS 5/27-9.1a, added by P.A. 102-522. See also the discussions in 6:60, *Curriculum Content*, and 6:60-AP1, *Comprehensive Health Education Program*, above.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:60-AP3, Developmentally Appropriate Consent Education	**NEW.** The procedure is created in response to the addition of consent education in 105 ILCS 5/27-9.1b, added by P.A. 102-522. See also the discussions in 6:60, *Curriculum Content*, and 6:60-AP1, *Comprehensive Health Education Program*, above.	☐
6:100-AP, Dissection of Animals	The procedure is updated in response to 105 ILCS 5/10-22.39, 5/10-27.1A, 5/18-8.15, and 5/27-23.7, amended by P.A. 102-197 (school ~~guidance~~ counselors).	☐
6:120, Education of Children with Disabilities	The policy and footnotes are updated in response to 105 ILCS 5/14-1.02, amended by P.A. 102-172, and for continuous improvement. The Legal References are updated for continuous improvement.	☐
6:130, Program for the Gifted	The policy is unchanged. Footnote 1 is updated in response to 105 ILCS 5/14A-32, amended by P.A.s 101-654 and 102-209, requiring districts to automatically enroll students that meet or exceed State standards in English, math, or science on a State assessment in the next most rigorous level of advanced coursework, beginning in the fall of 2023. Other continuous improvement updates are made to the footnotes.	☐
6:135, Accelerated Placement Program	The policy and footnotes are updated for the reasons stated in 6:130, *Program for the Gifted,* above.	☐
6:135-AP, Accelerated Placement Program Procedures	The procedure is updated for the reasons stated in 6:130, *Program for the Gifted,* above, and for continuous improvement.	☐
6:180, Extended Instructional Programs	The policy is updated to clarify that districts may offer programs on anti-bias education and activities to address intergroup conflict resolution. Continuous improvement updates are made to the Legal References and footnotes.	☐
6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct	The policy and footnotes are updated in response to: 1. Student Online Personal Protection Act, 105 ILCS 85/, implemented by 23 Ill.Admin.Code Part 380; 2. 105 ILCS 5/21B-75, amended by P.A. 102-552; and 3. Continuous improvement.	☐
6:300, Graduation Requirements	The Legal References are updated with the final citation to 105 ILCS 5/22-87, added by P.A. 101-180. The footnotes are updated in response to 105 ILCS 5/27-22(e), amended by P.A.s 101-464, 101-654, 102-366, and 102-551, revising graduation requirements and adding certain options to fulfill those requirements, and for continuous improvement.	☐
6:300-E2, State Law Graduation Requirements	The exhibit is updated for the reasons stated in 6:300, *Graduation Requirements*, above.	☐
6:300-E3, Form for Exemption from Financial Aid Application Completion	The exhibit is updated with the final citation to 105 ILCS 5/22-87, added by P.A. 101-180. A minor style change is also made.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students	The policy is unchanged. Footnotes are updated in response to the Dual Credit Quality Act, 110 ILCS 27/, amended by P.A. 102-516, and for continuous improvement.	☐
6:320, High School Credit for Proficiency	The policy is unchanged. Footnotes are updated in response to 105 ILCS 5/27-22, amended by P.A.s 101-654 and 102-366, affecting graduation requirements.	☐
6:340, Student Testing and Assessment Program	The Legal References and footnotes are updated in response to: 1. 105 ILCS 5/2-3.64a-10, added by P.A. 101-654, requiring ISBE to annually assess all public school students entering kindergarten using a common assessment tool, and requiring districts to provide State assessment results/scores to parent/guardians; and 2. Continuous improvement.	☐
7:10, Equal Educational Opportunities	The Legal References and footnote 6 are updated for the reasons stated in 4:150, *Facility Management and Building Programs*, above. The Cross References are updated for continuous improvement.	☐
7:20, Harassment of Students Prohibited	The Legal References are updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, and the General Assembly's focus on resolving Educator Misconduct. The Cross References are updated to include **NEW** 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*. Other continuous improvements are made throughout the Legal References and footnotes.	☐
7:20-AP, Harassment of Students Prohibited	The procedure is updated in response to P.A. 102-197, the school counselor terminology change.	☐
7:30, Student Assignment and Intra-District Transfer	The policy and footnotes are updated in response to a five-year review. Changes to the policy reflect better alignment with the School Code's text, which also aligns with the IASB's 6th Strategic Priority: "Initiate, advocate for, and support efforts to ensure EQUITY, Diversity, Inclusion and Racial Justice within IASB, its membership and PK-12 Schools."	☐
7:50, School Admissions and Student Transfers To and From Non-District Schools	The policy is unchanged. A footnote is updated in response to 105 ILCS 5/14-8.02, amended by P.A. 102-199, eff. 7-1-22, requiring districts to provide a copy of the multidisciplinary conference summary report and recommendations to the Ill. Dept. of Children and Family Services (DCFS)'s Office of Education and Transition Services when a student in the district is in the legal custody of DCFS. Minor changes are made to the Legal References, Cross References, and other footnotes.	☐
7:60, Residence	The policy, Legal References, and footnotes are updated in response to a five-year review and legislative changes. The policy and footnotes are updated in response to 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126, providing that military personnel must provide proof that a child will be living within the district within ~~60 days~~ six months after the date of initial enrollment. The footnotes are also updated in response to 105 ILCS 5/14-1.11 and 14-1.11a, amended by P.A. 102-514.	☐
7:60-AP1, Challenging a Student's Residence Status	The procedure is updated in response to a five-year review.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:60-AP2, E1, Letter of Residence from Landlord in Lieu of Lease	The procedure is updated in response to a five-year review.	☐
7:60-AP2, E2, Letter of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident	The procedure is updated in response to a five-year review.	☐
7:60-AP2, E3, Evidence of Non-Parent's Custody, Control, and Responsibility of a Student	The procedure is updated in response to a five-year review.	☐
7:70, Attendance and Truancy	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated in response to: 1. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157, requiring schools to develop an absenteeism and truancy policy and to annually communicate it to students and parents/guardians; 2. 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s 102-266 and 102-321, allowing students to be absent for up to five days for mental or behavioral health reasons; 3. 105 ILCS 5/26-1, amended by P.A. 102-406, prohibiting schools from requiring students excused for religious reasons to submit a written excuse after returning to school; and 4. 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471, requiring a written policy related to absences and missed homework/assignments due to a student's pregnancy. Other continuous improvement updates are made to the Legal References and footnotes.	☐
7:80, Release Time for Religious Instruction/ Observance	The policy and footnotes are updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406. The Legal References and footnotes are updated for continuous improvement.	☐
7:150, Agency and Police Interviews	The policy is updated in response to P.A. 102-197, the school counselor terminology change. The Legal References and footnotes are updated to incorporate a final citation to 105 ILCS 5/22-88. Other continuous improvements are made to the footnotes.	☐
7:160, Student Appearance	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22 (*Jett Hawkins Law*). The law requires schools to provide proof of compliance for ISBE recognition pursuant to 105 ILCS 5/2-3.25, and this policy's second sentence does that. ISBE will have resource materials on its website by 7-1-22. An option in the footnotes allows a board to expand the *Jett Hawkins Law's* protections to include those listed in policy 7:10, *Equal Educational Opportunities*. It also includes instructions to ensure that if a board uses that option, it must align with text for policy 7:165, *School Uniforms*, below.	☐
7:165, School Uniforms	The policy, Legal References, and footnotes are updated for the same reasons and with the same options as discussed above in 7:160, *Student Appearance*, above.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	The policy, Legal References, and footnotes are updated in response to: 1. 105 ILCS 5/27-23.7(b), amended by P.A. 102-241, adding "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" to list of restorative measures; 2. 105 ILCS 5/27-23.7(b), amended by P.A. 102-197 (school ~~guidance~~ counselors); 3. 105 ILCS ~~5/2-3.176~~5/2-3.180 and 3.181, added by P.A. 101-438 and renumbered by P.A. 102-558, addressing potential grants related to interventions to address bullying; 4. Guidance by ISBE related to reviews and re-evaluations in the years that they are due and that submission is due to ISBE by September 30; and 5. Other continuous improvements suggested by the PAB. **PRESS** Editors and ISBE's Student Care Dept. collaborated on these updates. Bullying prevention policies were due to ISBE on 9-30-21 via the IWAS system. Districts that have not submitted should do so now. ISBE is reviewing policies to ensure compliance with 105 ILCS 5/27-23.7 and is notifying boards of any related concerns. Once a policy is approved, the IWAS system will be locked and no changes can be made. ISBE encourages districts to make updates based on this **PRESS** issue and plans to unlock the IWAS system to allow for resubmission of policies in Spring 2022.	☐
7:190, Student Behavior	The policy, Legal References, Cross References, and footnotes are updated for continuous improvement. Footnote 3 is updated in response to the U.S. Supreme Court's 2021 decision in Mahanoy Area Sch. Dist. v. B.L., about disciplining a student for off-campus misconduct.	☐
7:190-AP3, Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students.	The procedure is updated in response to P.A. 102-197, the school counselor terminology change, and for continuous improvement.	☐
7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint	The procedure is updated in response to 105 ILCS 5/10-20.33, amended by P.A. 102-339, and revisions to 23 Ill.Admin.Code §1.285 (limiting and/or prohibiting the use of time out, isolated time out, and restraint).	☐
7:190-AP5, Student Handbook – Electronic Devices	The procedure is updated in response to: 1. Continuous improvements to provide text and options to align with reality in students' use of cell phones during the school day, especially when the board has deleted the out-of-sight limitation from policy 7:190, *Student Behavior*; and 2. Clarifications to the footnote explaining sexting definitions.	☐
7:190-AP6, Guidelines for Investigating Sexting Allegations	The procedure is updated in response to: 1. 105 ILCS 5/21B-75, amended by P.A. 102-552, clarifying school personnel who willfully fail to report child abuse or neglect may be guilty of a Class A misdemeanor (325 ILCS 5/4) and face suspension or revocation of their licenses, endorsements, or approvals; and 2. Continuous improvement; to align with the IASB's 6th Strategic Priority: "Initiate, advocate for, and support efforts to ensure EQUITY, Diversity, Inclusion and Racial Justice within IASB, its membership and PK-12 Schools," we added a footnote discussing that 705 ILCS 405/3-40(a) assumes sex is binary and does not address transgender females or individuals who identify as nonbinary.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:190-E1, Aggressive Behavior Reporting Letter and Form	The exhibit is updated in response to a five-year review.	☐
7:190-E2, Student Handbook Checklist	The exhibit is updated in response to: 1. 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610; 2. 105 ILCS 5/10-20.75, added by P.A. 102-416, requiring districts to add certain suicide prevention hotline information to student handbooks; 3. Election Code, 10 ILCS 5/1A-60, added by P.A. 102-15, requiring high schools to provide students with a document developed by ISBE explaining the process to register to vote; 4. P.A. 102-197, the school counselor terminology change; and 5. Other continuous improvement.	☐
7:190-E3, Memorandum of Understanding	The Legal References are updated for continuous improvement. The exhibit and footnotes are updated in response to: 1. Juvenile Court Act of 1987, 705 ILCS 405/5-401.6, and Code of Criminal Procedure of 1963, 725 ILCS 5/103-2.2, added by P.A. 102-101, prohibiting law enforcement and juvenile officers from lying to minors suspected of a crime during interrogations; 2. 105 ILCS 5/27-23.7, amended by P.A. 102-241, expanding the definition of *restorative measures* to include those that increase student accountability if a bullying incident is based on religion, race, ethnicity, or any other category identified in the IHRA; and 3. Other continuous improvements.	☐
7:190-E4, Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code	The exhibit is updated in response to a five-year review.	☐
7:200, Suspension Procedures	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539, and for continuous improvement.	☐
7:200-E1, Short Term Out-of-School Suspension (1-3 Days) Reporting Form	The exhibit is updated in response to a five-year review.	☐
7:200-E2, Long Term Out-of-School Suspension (4-10 Days) Reporting Form	The exhibit is updated in response to a five-year review.	☐
7:210, Expulsion Procedures	The policy and footnotes are updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. Other continuous improvement updates are made to the policy, Legal References, and footnotes.	☐
7:210-E1, Notice of Expulsion Hearing	The exhibit is updated in response to a five-year review.	☐
7:240, Conduct Code for Participants in Extracurricular Activities	The policy, Legal Updates, and footnotes are updated in response to the U.S. Supreme Court's 2021 decision in Mahanoy Area Sch. Dist. v. B.L., and for continuous improvement.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:240-AP1, Code of Conduct for Extracurricular Activities	The procedure and footnote 1 are updated for the reasons stated in 7:240, *Conduct Code for Participants in Extracurricular Activities*, above.	☐
7:250, Student Support Services	The policy, Legal References, and footnotes are updated in response to *Erin's Law*, 105 ILCS 5/10-23.13(b)(2), (3), and (5), amended by P.A. 102-610. The policy includes a new ***Erin's Law* Counseling Options, Assistance, and Intervention** subhead. The footnotes are also updated in response to 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, defining *school guidance counselors*, and for continuous improvement. The Legal References are also updated with a citation to 105 ILCS 21B-25 (school support personnel license endorsements) and to delete 105 ILCS 5/10-20.58, which applies to content not in this policy.	☐
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs	The procedure is updated for the reason stated for the policy in 7:250, *Student Support Services*, and for continuous improvement. The procedure includes a new ***Erin's Law* Counseling Options, Assistance, and Intervention** subhead.	☐
7:260, Exemption from Physical Education	The policy and footnotes are updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405, requiring districts to excuse students from physical activity in P.E. during a period of religious fasting, upon written notice from the parent/guardian. The footnotes are also updated for continuous improvement.	☐
7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases	The exhibit is updated in response to 77 Ill.Admin.Code §690.361, adding certain respiratory syndromes, including COVID-19, to the group of communicable diseases that must be immediately reported to the local health department. Continuous improvement updates are also made to the exhibit.	☐
7:290, Suicide and Depression Awareness and Prevention	The policy, Legal References, and footnotes are updated in response to: 1. 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22, adding seven categories of students who may be identified as being at increased risk of suicide; and 2. 105 ILCS 5/10-20.73 (final citation pending), and 5/10-20.75 (final citation pending), added by P.A.s 102-134 and 102-416 respectively, requiring: (a) district-issued ID cards for students, and information on districts' websites) (P.A. 102-134); and (b) districts to insert either the Safe2Help Illinois helpline or a local suicide prevention hotline on ID cards, contacts to identify each helpline that may be contacted through text messaging, and the same information in student handbooks and planners (if a student planner is custom printed by a district or its schools for distribution to students in any of grades 6 through 12) (P.A. 102-416).	☐
7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program	The procedure is updated for the reasons stated in 7:290, *Suicide and Depression Awareness and Prevention*, above.	☐
7:310, Restrictions on Publications; Elementary Schools	The policy, Legal References, and footnotes are updated in response to a five-year review.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools	The procedure is updated for continuous improvement and to align with discussion in the footnotes to policy 7:310, *Restrictions on Publications; Elementary Schools*.	☐
7:315, Restrictions on Publications; High Schools	The policy, Legal References, and footnotes are updated in response to feedback from the Student Law Press Center, a national non-profit student journalist advocacy group, and from Ill. Council of School Attorneys (ICSA) members. New options for boards that want to allow greater flexibility for student journalists and/or to require student media advisers to provide written justification to students when limiting their material for the reasons permitted by the Speech Rights of Student Journalists Act, 105 ILCS 80/, are found in footnotes 5 and 9, respectively. A new option for listing of policies that may not be violated is found in footnote 8. Other continuous improvements are also made throughout the policy and footnotes.	☐
7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools	The procedure is updated for the reasons stated in 7:315, *Restrictions on Publications; High Schools*, above and for continuous improvement.	☐
7:340, Student Records	The policy, Legal References, and footnotes are updated. The policy is updated in response to feedback from the PAB and 705 ILCS 405/5-905, amended by P.A. 98-61, increasing the age of delinquent minors to minors arrested or taken into custody before their 18th (formerly 17th) birthday. The Legal References are updated for continuous improvement. The footnotes are updated in response to 105 ILCS 10/6(a)(13), added by P.A. 102-557, permitting high school districts and their feeder elementary districts to enter into intergovernmental agreements to share student records and information, and for continuous improvement.	☐
7:340-AP1, School Student Records	The procedure is updated for the reasons stated in 7:340, *Student Records*. A new option in footnote 3 provides alternative language if a district uses a single district-level records custodian, rather than designating the building principal as the records custodian for each school.	☐
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	The exhibit is updated in response to 105 ILCS 10/6(a)(13), added by P.A. 102-557, PAB feedback, and for continuous improvement.	☐
7:345, Use of Educational Technologies; Student Data Privacy and Security	The Legal References and footnotes are updated in response to 23 Ill. Admin. Code Part 380, implementing the Student Online Personal Protection Act, 105 ILCS 85/. The footnotes are also updated in response to 105 ILCS 5/10-20.74, added by P.A. 101-654, requiring districts to submit to ISBE an annual report about their educational technology capacity and policies, and for continuous improvement.	☐
7:345-AP, Use of Educational Technologies; Student Data Privacy and Security	The procedure is updated for the reasons stated in 7:345, *Use of Educational Technologies; Student Data Privacy and Security*, above.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:345-AP, E4, Notice of Parent Rights Regarding Student Covered Information	The procedure is updated in response to 23 Ill. Admin. Code Part 380, implementing the Student Online Personal Protection Act, 105 ILCS 85/.	☐
7:345-AP, E5, Parent Request Form for Student Covered Information	**NEW.** The exhibit is created for the reason stated in 7:345-AP, E4, *Notice of Parent Rights Regarding Student Covered Information*.	☐
7:345-AP. E6, Parent Request Form for Correction of Student Covered Information	**NEW.** The exhibit is created for the reason stated in 7:345-AP, E4, *Notice of Parent Rights Regarding Student Covered Information*.	☐
8:70, Accommodating Individuals with Disabilities	The policy is unchanged. The Cross References are updated for continuous improvement. Footnote 2 is updated in response to 105 ILCS 5/10-20.75 (final citation pending), added by P.A. 103-238, eff. 8-1-22, requiring districts to ensure its Internet websites or web services comply with *Level AA of the Web Content Accessibility Guidelines 2.1* or any revised version of the guidelines, and for continuous improvement.	☐
8:95-AP, Parental Involvement	The procedure is updated in response to 105 ILCS 5/27-9.1a(d), added by P.A. 102-522, allowing parents/guardians to opt-out their children from NSES classes or courses, and 105 ILCS 5/27-9.1a(e), added by P.A. 102-522, giving parents/guardians the right to review instructional materials to be used in NSES classes or courses.	☐
8:100, Relations with Other Organizations and Agencies	The policy is unchanged. Continuous improvements are made to the footnotes in response to a five-year review. A new Cross Reference to 4:180, *Pandemic Preparedness; Management; and Recovery*, is added.	☐

School Board

Powers and Duties of the School Board; Indemnification

The major powers and duties of the School Board 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. [1]
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. [2]
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/,[3] and establishing an equal employment opportunity policy that prohibits unlawful discrimination. [4]
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration. [5]
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]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law controls this policy's content. School board powers listed in the School Code are not exclusive, meaning that a board may exercise "all other powers not inconsistent with this Act that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board." 105 ILCS 5/10-20. This policy's intent is to list the *major* statutory powers and duties – not all of them. See also 105 ILCS 5/10-20.5 and 5/10-21.

For power/duty #1, see 105 ILCS 5/10-16 and 5/10-16.5 and policies 2:80, *Board Member Oath and Conduct*, and 2:210, *Organizational School Board Meeting*. Boards that elect officers for one-year terms and/or hold organizational meetings yearly, replace the default text in number 1 with the following:

> Annually organizing the Board 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 Board policy and State and federal law.

[2] 105 ILCS 5/10-20.5 and policy 2:240, *Board Policy Development*; 105 ILCS 5/10-21; and 115 ILCS 5/, Ill. Educational Labor Relations Act.

[3] 105 ILCS 5/10-23.12(c), added by P.A. 101-531; 105 ILCS 5/21B-75(b), amended by P.A.s 101-531 and 102-552. For further discussion see f/n 22 in policy 5:90, *Abused and Neglected Child Reporting*. **Note:** While 105 ILCS 5/10-23.12(c) permits boards to *immediately* dismiss certain employees upon the determination that he or she has willfully or negligently failed to report, this does not negate a board's responsibility to provide employees with due process required by the law and district policies and procedures. Consult the board attorney for further guidance.

[4] 105 ILCS 5/10-21.4 (employing superintendent); 5/10-20.7 and 5/10-21.1 (teachers); 5/10-21.9 (criminal history records checks); 5/10-22.34 (non-certificated personnel (this statute still uses *certificated* rather than *licensed*)); 5/10-22.4 (dismissing teachers for cause); and 5/10-23.5 and 5/24-12 (reduction in force). See policies in the **PRESS P**olicy **R**eference **M**anual Sections 3, General School Administration, and 5, Personnel.

[5] 105 ILCS 5/10-16.7.

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6. Entering contracts using the public bidding procedure when required. [7]
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]
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination. [9]
9. Approving the curriculum, textbooks, and educational services. [10]
10. Evaluating the educational program and approving School Improvement and District Improvement Plans. [11]
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]
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]
13. Establishing attendance units within the District and assigning students to the schools. [14]
14. Establishing the school year. [15]
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11. [16]
16. Providing student transportation services pursuant to State law. [17]
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities. [18]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[6] 105 ILCS 5/10-20.19 and 5/17-1 et seq. See policies in the **PRESS P**olicy **R**eference **M**anual Section 4, Operational Services.

[7] 105 ILCS 5/10-20.21. See policy 4:60, *Purchases and Contracts*.

[8] For the first clause, see 105 ILCS 5/10-20.6, 5/10-20.12, 5/10-22.10, 5/10-22.35A, and 5/10-22.36; and policy 4:150, *Facility Management and Building Programs*. For the second clause, see 105 ILCS 5/10-22.35. For the third clause, see 105 ILCS 5/10-20.19c and policy 4:70, *Resource Conservation*.

[9] Many civil rights laws guarantee equal educational opportunities; see policy 7:10, *Equal Educational Opportunities*.

[10] 105 ILCS 5/10-20.8. See policies in the **PRESS P**olicy **R**eference **M**anual Section 6, Instruction.

[11] 105 ILCS 5/2-3.25d, which addressed school and district improvement plans, was repealed by P.A. 100-1046. 105 ILCS 5/2-3.25f, and 105 ILCS 5/27-1. For more specific information about school and district improvement plans, see policy 6:10, *Educational Philosophy and Objectives*, and f/n 6 in policy 6:15, *School Accountability*.

[12] 105 ILCS 5/10-17a~~, amended by P.A.s 100-364, 100-465, 100-807, 100-863, 100-1121, and 101-68~~. This statute details the requirements for *presenting* the district report card and school report card(s), including presenting them at a regular school board meeting and posting them on the district's website.

[13] 105 ILCS 5/10-20.14 and 5/10-22.6~~, amended by P.A.s 100-105, 100-810, and 100-1035~~. See policies 7:190, *Student Behavior*; 7:200, *Suspension Procedures*; and 7:210, *Expulsion Procedures*.

[14] 105 ILCS 5/10-21.3 and 5/10-22.5. See policy 7:30, *Student Assignment and Intra-District Transfer*.

[15] 105 ILCS 5/10-19, amended by P.A.s ~~100-465,~~ 101-12~~,~~ and 101-643~~, and~~ 23 Ill.Admin.Code §1.420. See policy 6:20, *School Year Calendar and Day*.

[16] Recognizing veterans on Nov. 11 is required by 105 ILCS 5/10-20.46.

[17] 105 ILCS 5/10-22.22. See policy 4:110, *Transportation*.

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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]

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]

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]

~~19.~~21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters. [22]

Indemnification [23]

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board 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.

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[18] 105 ILCS 5/10-22.31a. See policy 1:20, *District Organization, Operations, and Cooperative Agreements.*

[19] 325 ILCS 5/4(d), amended by P.A. 101-564. *Abuse* and *neglect* are defined in 325 ILCS 5/3~~;~~. ~~f~~For an ~~*disabled*~~ *adult student with a disability* see 20 ILCS 1305/1-17(b). While board members are not required to take mandated reporter training provided by the Ill. Dept. of Children and Family Services (DCFS), being familiar with ANCRA's definition of an abused child and how mandated reporting works enables board members to better meet their duty under 325 ILCS 5/4(d). Board members may learn about ANCRA by taking DCFS mandated reporter training (available to anyone online at: https://mr.dcfstraining.org) or IASB's ANCRA course (available in the Online Learning center at: www.iasb.com).

[20] 105 ILCS 5/21B-85(a).

[21] Id. at 5/21B-85(b), amended by P.A. 102-552.

[22] See policy 8:10, *Connection with the Community*.

[23] 105 ILCS 5/10-20.20 (duty to indemnify) and 5/10-22.3 (duty to insure against loss or liability). These statutes identify the same individuals for protection except that the indemnification statute includes mentors of certified staff members. See f/n 3 in policy 4:100, *Insurance Management.*

Public officials or employees who are sued or incur loss because of the performance of their duties imposed or authorized by law on behalf of the public entity are entitled to indemnification. McQuillan on Municipal Corporations §12.137 (3rd ed. 1973). Public employees who must defend themselves in actions based upon the performance of official duties are entitled to indemnification. Wayne Twp. Bd. of Auditors v. Ludwig, 154 Ill.App.3d 899 (2nd Dist. 1987). The public's interest is served by indemnifying public officials and employees in the performance of their official duties in order to recruit and retain qualified public employees and officials.

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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 School Board 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; 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)

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Board of Education

Powers and Duties of the Board; Indemnification

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

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, therefore, 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 District 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, and 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 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 and District 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.
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

CURRENT

administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.
20. Endeavoring to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions presented. It is important that public Board members be non-partisan in dealing with school matters and place the education of children above any partisan principal, group interest, or personal ambition.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board 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.

LEGAL REF.: 105 ILCS 5/10, 5/17-1, and 5/27-1.
115 ILCS 5/, Ill. Educational Labor Relations Act.
325 ILCS 5/4, 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 School Board 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 Expansion Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 Public Relations), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

School Board

Ethics and Gift Ban [1]

Prohibited Political Activity

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

1. No employee shall intentionally perform any *political activity* during any *compensated time*, as those terms are defined herein. [2]
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity. [3]
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.

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[1] The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/) requires a policy on this subject matter and controls its content. 5 ILCS 430/70-5, amended by P.A. 101-221. This policy contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

The Ill. Attorney General developed a model ethics ordinance to assist units of local government and school districts. See www.ag.state.il.us/government/ethics_ordinance.html. The model ordinance provides that the local governmental entity will enforce the policy through quasi-criminal proceedings or through hiring an attorney to prosecute violators. These penal enforcement provisions present an obvious difficulty for school districts – the legislature has **not** granted school districts the power to adopt penal ordinances and penalties. This sample policy, while based on the Attorney General's model ordinance, does **not** contain penal provisions and penalties and it does **not** contemplate the hiring of an attorney to prosecute violators.

[2] In addition to constitutional free speech rights, two State laws must be considered when enforcing the SOEEA. The first law, the Local Governmental Employees Political Rights Act (50 ILCS 135/), prohibits: (1) districts from inhibiting or prohibiting employees in the exercise their political rights, and (2) employees from using their employment to coerce or inhibit others in the free exercise of their political rights and from engaging in political activities while at work. The other law, the Personnel Record Review Act (820 ILCS 40/9), prohibits districts from gathering records about an employee's political activities unless the activities interfere with the performance of work duties or could cause the district financial liability.

[3] The Election Interference Prohibition Act prohibits the use of public funds to "urge any elector to vote for or against any candidate or proposition." 10 ILCS 5/9-25.1. Spending within the statutory definition of public funds to disseminate facts to the public is permitted under section 9-25.1 and is not *electioneering.* Consequently, a district should not become a political committee by spending funds to disseminate facts. 10 ILCS 5/9-1.14, legislatively overturning Citizens Organized to Save the Tax Cap v. State Bd. of Elections, Northfield Twp. High Sch. Dist., 392 Ill.App.3d 392 (1st Dist. 2009). Consult the board attorney for advice.

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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 [4]

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,[5] 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 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-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother,

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[4] 5 ILCS 430/10-10 through 10-30 (Gift Ban); 30 ILCS 708/ (Grant Accountability Transparency Act) (GATA)); and 2 C.F.R. §200.318(c)(1)(uniform federal procurement standards prohibit board members from soliciting or accepting gratuities, favors, or anything of monetary value from contractor performing work under a contract supported by a federal grant award). GATA adopts the uniform federal rules for State agencies' administration of eligible State and federal grants.

Generally, 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. For more discussion on conflict of interest, see sample policy 2:100, *Board Member Conflict of Interest*. Specifically, 2 C.F.R. §200.318(c)(1) requires school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value (*standards*)," along with "disciplinary actions to be applied for violations (*disciplinary actions*)" without defining *nominal value*.

To avoid confusion and because 2 C.F.R. §200.318(c)(1) provides flexibility to school boards regarding setting *standards* and *disciplinary actions*, sample policy 2:100, *Board Member Conflict of Interest*, refers to this sample policy's subheads: **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 – 10-30 (for the federal regulation's *standards*), and **Enforcement** at 5 ILCS 430/50-5 (discussing the specific penalties available under the Ill. Ethics Act for the federal regulation's *disciplinary actions*).

If a board wishes to develop further *standards* and *disciplinary actions* than the Gift Ban section of the SOEEA requires, consult the board attorney.

For further discussion, see the *Grant Accountability and Conflicts of Interest* section in the Ill. Council of School Attorneys' publication, **Answers to FAQs, Conflict of Interest and Incompatible Offices** at:
www.iasb.com/law/COI_FAQ.pdf.

[5] 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, bans high school guidance counselors from intentionally soliciting or accepting gifts from a *prohibited source*, narrowly defined as "any person who is employed by an institution of higher education or is an agent or spouse of or an immediate family member living with a person employed by an institution of higher education." Id. Exceptions exist for certain circumstances, e.g., gifts from a relative or based on a personal friendship. A guidance counselor does not violate this law if he or she promptly takes reasonable action to return the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity. Id.

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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.[6] The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[6] This provision is consistent with sample policy 2:160, *Board Attorney*.

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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 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. [7]

Definitions [8]

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.

DRAFT

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[7] The Ill. Attorney General's model ethics ordinance includes the specific penalties from the Ethics Act. 5 ILCS 430/50-5. Elsewhere the Act states that a "governmental entity **may** provide in [its] ordinance or resolution … for penalties similar to those provided in this Act for similar conduct." 5 ILCS 430/70-10. Thus, school boards do not need to enact policy containing criminal sanctions. Rather, as provided in this sample policy, violations can be referred to the State's Attorney.

The Ill. Attorney General's guidance document provides for the unit of local government to use an Ethics Commission to manage complaints. A board that wants to use an Ethics Commission should replace this paragraph, after the first sentence, with the following:

> As soon as possible after a complaint is filed, the Superintendent shall appoint a 3-member Ethics Commission. If the Superintendent is the subject of the complaint, the Board President shall perform this duty. Commission members may be any District resident, except that no person shall be appointed 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. If the Commission finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or recommend disciplinary action for the employee.

[8] The definitions contained in this policy are all from 5 ILCS 430/5-15 with minor adaptations.

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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.

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. [9]

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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[9] The Ethics Act prohibits employees from engaging in political activities on *compensated time* but does not define the term. *Compensated time* is easy to determine for employees with fixed working hours. Determining *compensated time* for a salaried employee who does not have obligatory hours of attendance is more difficult. For this reason, the term *compensated time* should include both the time when the employee is physically present on district premises as well as any other time when the employee is engaged in official duties.

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Complaints of Sexual Harassment Made Against Board Members by Elected Officials [10]

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. [11]

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. [12]

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board. [13]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[10] Required. Under ~~the~~ SOEEA, ~~by 2-9-20,~~ school districts must, by resolution, amend their sexual harassment policies "to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit." 5 ILCS 430/70-5, amended by P.A. 101-221. This policy includes both elected and appointed board members to effectuate the intent of the law, to comprehensively address sexual harassment in the workplace, and for consistent treatment. The statute does not address whether the *independent review* must or may be limited to a board member's conduct in his or her official capacity, or if it can extend to a board member's behavior in his or her individual capacity. Consult the board attorney for advice. See sample policy 5:20, *Workplace Harassment Prohibited*, and its f/ns for information about what types of conduct may rise to the level of unlawful sexual harassment under federal and State laws. This policy only addresses the requirements of the SOEEA; it does not address harassment complaints made by employees or other non-elected individuals against board members. Such complaints may be processed under sample policy 2:260, *Uniform Grievance Procedure*. See ~~policy~~ 2:260 at f/n 16.

Unlike employees, board members are not legally required to take sexual harassment prevention training; however, it is a best practice. The Ill. Dept. of Human Rights ~~will be~~ offer~~sing~~ a free online training module. See sample policy 5:20, *Workplace Harassment Prohibited*, at f/n 4 for more information.

[11] The Open Meetings Act (OMA) does not provide a specific exemption for discussion of complaints against a members of a public body in closed session. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.

[12] 5 ILCS 430/70-5(a), amended by P.A. 101-221~~, eff. 1-1-20~~. The law requires governmental units, including school districts, to conduct an *independent review* of allegations of sexual harassment made against an elected official by another elected official; however, that term is not defined. Consult the board attorney about how to investigate such complaints.

For boards that wish to authorize the superintendent to appoint the outside investigator in these cases, substitute "Superintendent" for "Board President" in the first sentence, delete the second and third sentences in the paragraph, and delete the Cross Reference to 2:110, *Qualifications, Term, and Duties of Board Officers*.

[13] A board's ability to address the harassing behavior of a board member is relatively limited because it does not have the legal authority to remove one of its members. See sample policy 2:60, *Board Member Removal from Office*, and its footnotes for more information about board member removal. Consult the board attorney when dealing with a claim of sexual harassment by a board member to discuss enforcement options, as well as the accused board member's participation in any decisions regarding the complaint.

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The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office. [14]

LEGAL REF.: 105 ILCS 5/22-90 (final citation pending).
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; Conduct; and Conflict of Interest)

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[14] This paragraph is optional, but it aligns with the intent of P.A. 101-221. See f/n 10~~9~~, above.

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Board of Education

Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and School Board 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 fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss 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-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.

CURRENT

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstance, 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 by 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 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.

CURRENT

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.

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;

CURRENT

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.

LEGAL REF.: 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; Conduct; and Conflict of Interest)

ADOPTED: June 17, 2004

REVISED: March 19, 2020

CURRENT

School Board

Qualifications, Term, and Duties of Board Officers [1]

The School Board officers are: President, Vice President, Secretary, and Treasurer.[2] These officers are elected or appointed by the Board at its organizational meeting.

President [3]

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, unless specifically stated otherwise; [4]
4. Attend and observe any Board committee meeting at his or her discretion; [5]
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act; [6]
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act; [7]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law controls this policy's content. Selection of officers must be in open session. 5 ILCS 120/2. Board officer vacancies are discussed in *Answers to FAQs: Vacancies on the Board of Education*, Ill. Council of School Attorneys, www.iasb.com/law/vacancies.cfm.

[2] Districts governed by a board of directors have three officers: a president, clerk, and treasurer. The president and clerk must be board members. 105 ILCS 5/10-5. While there is no prohibition on a board member simultaneously serving in two officer positions, doing so may create either the appearance of impropriety or a compliance issue for purposes of fraud protocols. Consult the board attorney for further guidance and/or request that the board member consult his or her own attorney.

[3] 105 ILCS 5/10-13. The board by resolution may decrease to one year the term of office for the president.

Of the listed duties, only the following are imposed by law: #1, preside at meetings (Id.); #6, sign minutes (105 ILCS 5/10-7) and sign certificate of tax levy (105 ILCS 5/17-11); #7, call special meetings (105 ILCS 5/10-16); and #8, serve as *head of the public body* for the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA) purposes (5 ILCS 120/(7)(e) and 140/2(e)~~, 140/7(f), and 140/9.5~~).

[4] Alternatively, strike the "unless" clause and substitute: "subject to Board approval." Be sure this treatment is consistent with policy 2:150, *Committees*.

[5] Optional. A board that wants the president to participate in committee meetings may use the following alternative: "Be a member of all Board committees." Using this alternative, the president would be counted to determine the number of members that constitutes a quorum for each board committee meeting. If a board would like the superintendent to attend any or all meetings of a board committee, it should consider asking the superintendent to be a committee resource person (or other such title) rather than an ex-officio member of the board committee itself. That way, the superintendent will not count to determine the number of committee members that constitutes a quorum.

[6] The *head of the public body* or its attorney may request an advisory opinion from the Ill. Attorney General Public Access Counselor (PAC) concerning compliance with OMA or FOIA. 5 ILCS 120/3.5(h) and 5 ILCS 140/9.5(h). FOIA defines *head of the public body* to mean *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Preliminary drafts, recommendations, and other records in which opinions are expressed, or policies are formulated, lose this exemption from disclosure if a relevant portion of a requested record is publicly cited and identified by the *head of the public body*. 5 ILCS 140/7(1)(f).

[7] Optional. Requiring the president to monitor the presence of a quorum assists compliance with OMA's mandate that a quorum be physically present at all board meetings, except as otherwise provided by OMA. 5 ILCS 120/7, amended by P.A. 101-640.

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10. Administer the oath of office to new Board members; **8**
11. Serve as or appoint the Board's official spokesperson to the media; ~~and~~
12. 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 **9**
13. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent. **10**

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. **11**

Vice President **12**

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 **13**

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

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8 Optional. Omit this duty if policy 2:80, *Board Member Oath and Conduct*, provides that the board member oath is given by other means.

9 See policy 2:105, *Ethics and Gift Ban*, **Complaints of Sexual Harassment Made Against Board Members by Elected Officials** subhead. 5 ILCS 430/70-5, amended by P.A. 101-221, requires school districts to amend their sexual harassment policies "to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit." If the board has chosen to have the Superintendent appoint an outside investigator in these cases (see 2:105, *Ethics and Gift Ban*, at f/n 12~~4~~), remove item 12 from the list of board president duties and delete the Cross Reference to 2:105, *Ethics and Gift Ban*.

10 See the subhead entitled **Screening** in sample policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and f/n 12 of policy 5:30, *Hiring Process and Criteria*.

11 105 ILCS 5/10-13.1 states that the "vice-president shall perform the duties of the president if there is a vacancy in the office of president or in case of the president's absence or inability to act … ." However, an earlier enacted statute calls for the appointment of a *president pro tempore* if the president is absent from any meeting or refuses to perform his or her duties, and specifies that the "vice-president, if the board elects such officer, shall be appointed the president pro tempore." 105 ILCS 5/10-13. This policy resolves any confusion by implementing the latter enacted statute and stating that the vice president fills a vacancy in the presidency.

12 105 ILCS 5/10-13.1. The board by resolution may decrease to one year the term of office for the vice president.

13 105 ILCS 5/10-14. The board by resolution may decrease to one year the term of office for the secretary. In districts governed by a board of directors, a clerk who is a board member performs these duties. 105 ILCS 5/10-5. The policy's provisions regarding compensation are required by 105 ILCS 5/10-14 (governs secretaries who are board members and non-board members) and by 50 ILCS 145/2 (governs secretaries who are board members).

Of the listed duties, only the following are imposed by law: #1, board meeting minutes (105 ILCS 5/10-7; see policy 2:220, *School Board Meeting Procedure*, for the requirements for minutes); #3, records board's official acts and submits them to the treasurer (105 ILCS 5/10-7); #4, treasurer's report (105 ILCS 5/10-8); #5, local election official (see f/ns 2 and 7 of policy 2:30, *School District Elections*); #6, public inspection of the budget (105 ILCS 5/17-1).

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" in item #4 with "appropriate Intermediate Service Center."

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per year, as fixed by the Board at least 180 days before the beginning of the term.[14] The duties of the Secretary are to:

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 [15]

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. [16]

Treasurer [17]

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.[18] A Treasurer who is a Board member may not be

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[14] 105 ILCS 5/10-14 and 50 ILCS 145/2.

[15] This section is optional.

[16] To allow attendance by video or audio means, a board must adopt policy language conforming to the restrictions in OMA. 5 ILCS 120/2.01 and 120/7, both amended by P.A. 101-640. See subhead **Quorum and Participation by Audio or Video Means** in policy 2:220, *School Board Meeting Procedure*, and its f/n 31.

[17] This section is for: (1) districts in a Class I county (all counties except Cook Co.), or (2) a Class II county (Cook Co.) district that has withdrawn from the authority of the township treasurer or is located in a township in which the office of township treasurer was abolished. 105 ILCS 5/5-1 defines Class I county school units as districts in counties with less than 2,000,000 inhabitants. Those districts in Cook County (Class II county) under the authority of the trustees of schools of the township and the township treasurers should use this alternative: "Qualifications, appointment, and duties of the Treasurer for the School District shall be as provided in the School Code." See 105 ILCS 5/8-1(a) for how the township treasurer is appointed and the term of office; duties are found in 105 ILCS 5/8-2, 5/8-5, 5/8-6, 5/8-7, 5/8-16, and 5/8-17. For districts in a Class II county, in the Legal References insert "5/8-5" before "5/8-6" and insert "5/8-7" after "5/8-6."

[18] 105 ILCS 5/8-1(b). The treasurer's term of office is two years if the district is located in a Class II county (Cook Co.) that was under the jurisdiction and authority of the township treasurer and township trustees of schools at the time those offices were abolished. 105 ILCS 5/8-1(c). Those boards should use the following alternative:

The Treasurer of the Board shall serve a two-year term beginning and ending on the first day of July.

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compensated.[19] A Treasurer who is not a Board member may be compensated provided it is established before the appointment.[20] The Treasurer must: [21]

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: [22]

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.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
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, ~~and~~ 5/17-1, and 5/21B-85.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[19] 105 ILCS 5/8-1(b) and (c).

[20] 105 ILCS 5/8-3.

[21] Qualification #1 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools. 105 ILCS 5/8-1(b). This sample policy makes it applicable to Class II county (Cook Co.) districts that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished.

Qualification #2 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools. 105 ILCS 5/8-1(b). Districts in a Class II county (Cook Co.) that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished should replace this qualification as follows: "2. Not be the District Superintendent." 105 ILCS 5/8-1(c).

Qualification #3 is required for treasurers in a Class I county. 105 ILCS 5/8-1(d). This qualification should be replaced by the following for districts in a Class II county (Cook Co.): "Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in the School Code; experience as a township treasurer in a Class II county school before July 1, 1989 is deemed equivalent." 105 ILCS 5/8-1(e).

[22] 105 ILCS 5/8-2, 5/8-6, 5/8-7, and 5/8-16.

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Board of Education

Qualifications, Term, and Duties of Board Officers

The Board 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, unless specifically stated otherwise;
4. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
5. Call special meetings of the Board;
6. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
7. Ensure that a quorum of the Board is physically present at all Board meetings;
8. Administer the oath of office to new Board members;
9. Serve as or appoint the Board's official spokesperson to the media; and
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.

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:

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;

CURRENT

5. Act as the local election official for District elections;
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. All closed meeting minutes shall be recorded by the Recording Secretary or Superintendent.

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.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
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, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board Meeting), 2:220 (School Board Meeting Procedure)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

School Board

Board Member Development [1]

The School Board desires that its individual members learn, understand, and practice effective governance principles.[2] 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 [3]

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 leadership training in education and labor law, financial oversight and accountability, ~~and~~ fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term. [4]
2. Each Board member must complete training on the Open Meetings Act 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 the Open Meetings Act is only required once. [5]
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. This dismissal process is available after the District's PERA implementation date. [6]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law governs the mandatory board member training provisions in this sample policy.

[2] The IASB *Foundational Principles of Effective Governance* is available online at: www.iasb.com/principles.cfm.

[3] A board may omit the description of mandatory training requirements by deleting "~~that are described below~~" and deleting the numbered list.

[4] 105 ILCS 5/10-16a, amended by P.A. 102-638. See 105 ILCS 5/10-16a(b-5) for the required and recommended elements of the training regarding trauma-informed practices.

[5] 5 ILCS 120/1.05(b) ~~and (c)~~. IASB is an authorized provider of this training. 5 ILCS 120/1.05(c).

[6] 105 ILCS 5/24-16.5. This mandatory training requirement was phased-in as districts implemented evaluations that incorporate student growth as a significant factor, otherwise known as Performance Evaluation Reform Act (PERA) evaluations. The implementation timeline for PERA evaluations varied from district to district but all districts must implement PERA evaluations. After the implementation of PERA evaluations, a district may use an optional alternative evaluative dismissal process using the PERA evaluation. Before voting on a dismissal based upon an optional alternative evaluative dismissal process, a board member must complete a training program on PERA evaluations. IASB is an authorized provider of this training. For more information about PERA, see *PERA Overview for School Board Members*, iasb.com/law/pera.cfm.

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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. [7]

Professional Development; Adverse Consequences of School Exclusion; Student Behavior [8]

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, 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. [9]

New Board Member Orientation [10]

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 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. [11]
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[7] 105 ILCS 5/10-16a requires each school district to post on its website, if any, the names of all board members who have completed the minimum of four hours of training described in #1. Recognizing that a board may want to highlight all training and development achievements, the sample policy extends this reporting requirement to all training and development activities. For a website reporting template, see 2:120-E2, *Website Listing of Development and Training Completed by Board Members*.

A board may choose to strictly follow the statute by using the following alternative: "The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above."

[8] Optional. 105 ILCS 5/10-22.6(c-5)~~, amended by P.A. 100-810, eff. 1-1-19~~. Information about professional development opportunities is available through IASB's Online Learning Center (OLC). Inquire at: onlinelearning@iasb.com.

[9] Boards are not required to conduct self-evaluations, but may hold a closed meeting with representatives of a State association authorized under Article 23 of the School Code for the purpose of discussing self-evaluation practices and procedures, or professional ethics. 5 ILCS 120/2(~~B~~c)(16).

[10] New board member orientation is a critical step in helping new board members become effective and in promoting a smooth functioning *new team*. The first paragraph should be customized to add references to the IASB policy services that the district receives, e.g., **PRESS**, **PRESS Online**, **S**chool **B**oard **P**olicies **O**nline, and **PRESS Plus**.

[11] See 2:120-E1, *Guidelines for Serving as a Mentor to a New School Board Member*.

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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.
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 School Board Meetings)

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Board of Education

Board Member Development

The Board on 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 leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act 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 the Open Meetings Act 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. This dismissal process is available after the District's PERA implementation date.

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, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, 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, i.e., *Senate Bill 100 training topics*.

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 Superintendent or their designees shall give each new School Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.

CURRENT

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.
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 Meetings)

ADOPTED: May 17, 2001

REVISED: March 21, 2019

CURRENT

School Board

Committees [1]

The School Board 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.[2] Board committee meetings shall comply with the Open Meetings Act.[3] A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board. [4]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content in that some committees are required by State law, such as, Parent-Teacher Advisory Committee and Behavioral Interventions Committee. Board committees are *public bodies* for purposes of the Open Meetings Act (OMA) (5 ILCS 120/1.02) and the Freedom of Information Act (FOIA) (5 ILCS 140/2).

A board must appoint or approve a Concussion Oversight Team and charge it with establishing protocols for return-to-play and return-to-learn for students who have suffered a concussion or head injury. Youth Sports Concussion Safety Act, 105 ILCS 5/22-80(d)~~, added by P.A. 99-245 and amended by P.A. 99-486~~. As this is administrative/staff work rather than governance work, the best practice is to have the Concussion Oversight Team be an *administrative* committee, but consult the board attorney for guidance. Section 22-80(d) identifies who must be on each Concussion Oversight Team. A physician, to the extent possible, must be on the Team. If the school employs an athletic trainer and/or nurse, they must be on the Team to the extent practicable. The Team must include, at a minimum, one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the Team. Other licensed health care professionals may be appointed to serve on the Team. See 7:305, *Student Athlete Concussions and Head Injuries*.

[2] Alternatively, strike the "unless" clause and substitute: "subject to Board approval." Be sure this treatment is consistent with policy 2:110, *Qualifications, Term, and Duties of Board Officers*.

[3] OMA includes *committees* and *subcommittees* in its definition of *public body*. 5 ILCS 120/1.02. According to a binding opinion from the Public Access Counselor, a "committee of a public body is considered to be a separate public body for purposes of compliance with the requirements of OMA." PAO 13-2. This means that board committees must independently fulfill OMA's requirements. For example, a board committee must comply with notice and agenda requirements. Since board committees seldom meet regularly, compliance steps need careful planning. Board committees should plan for an efficient way to "approve the minutes of its open meeting within 30 days after that meeting or at [its] second subsequent regular meeting, whichever is later." 5 ILCS 120/2.06(b). The only exceptions are for: (1) the Performance Educational Review Act (PERA) joint committee (105 ILCS 5/24A-4(b)~~, amended by P.A. 100-768, eff. 1-1-19~~); (2) the Reduction In Force (RIF) joint committee (105 ILCS 5/24-12(c)~~, amended by P.A. 100-768, eff. 1-1-19~~); and (3) when a committee is engaged in collective bargaining negotiations, including negotiating team strategy sessions, or grievance arbitrations (115 ILCS 5/18~~, amended by P.A. 100-760, eff. 1-1-19~~). Board committees must also review their closed session minutes to determine if they still require confidential treatment or will be made available for public inspection. 5 ILCS 120/2.06(d), amended by P.A. 102-653. Committees that meet regularly, such as standing committees, must conduct this review every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the committee. Committees that are *ad hoc* in nature must review their closed session minutes six months from the date of the last review of the closed session minutes or at the next scheduled meeting of the committee, whichever is later. Id.

Sample policy 2:200, *Types of School Board Meetings*, designates the superintendent, on behalf of each board committee, to receive the mandatory training on OMA compliance required by 5 ILCS 120/1.05(a) and administered by the Ill. Attorney General's Public Access Counselor. See policies 2:200, *Types of School Board Meetings*, and 2:220, *School Board Meeting Procedure*, for meeting requirements and protocol. Every board member must also complete OMA training as required by 5 ILCS 120/1.05(b) and (c).

[4] Additional committee guidelines may be added, such as:

Committees shall operate under the following guidelines:

- The Board President shall appoint no more than two Board members to serve on a committee.
- The President and the committee members shall establish the committee's meeting dates, time, and place.

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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. [5]

Standing Board Committees [6]

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

1. Board Policy Committee.[7] This committee researches policy issues, and provides information and recommendations to the Board.

2. Parent-Teacher Advisory Committee.[8] 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 offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.

3. Behavioral Interventions Committee.[9] 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.

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- The Superintendent may attend all committee meetings.

[5] A board may list examples as in the following option:

Examples of special committees include the following: (1) Committee to Evaluate Procurement of Architectural, Engineering, and Land Surveying Services (see 2:170-AP, ~~*Administrative Procedure – Qualification Based Selection)*~~, and (2) Facility Naming Committee (see policy 4:150, *Facility Management and Building Programs*).

[6] The board may create and list other standing committees, e.g., an audit committee as authorized by 105 ILCS 5/10-22.45. Be sure that the creation of a committee in this policy aligns with the policy concerning the applicable topic. If an audit committee is included here, a board may want to reference it in policy 4:80, *Accounting and Audits*, and vice-versa.

[7] A board policy committee is optional; its creation is consistent with policy 2:240, *Board Policy Development.*

[8] 105 ILCS 5/10-20.14 requires all districts to establish and maintain a parent-teacher advisory committee to develop, with the board, policy guidelines on student discipline. The parents on this committee, as well as other non-staff members, may not have access to student records unless the student cannot be identified or prior consent is obtained. 105 ILCS 10/6. The district's parent-teacher advisory committee must also: (1) in cooperation with local law enforcement agencies, develop guidelines for reciprocal reporting of criminal offenses committed by students; and (2) in cooperation with school bus personnel, develop school bus safety procedures. 105 ILCS 5/10-20.14. Completion of the statutory requirements imposed on the Parent-Teacher Advisory Committee, as well as the Behavioral Interventions Committee, should be documented.

[9] Boards must establish and maintain a behavioral interventions committee to develop procedures that reflect consideration of ISBE's guidelines on the use of behavioral interventions with students with disabilities. 105 ILCS 5/14-8.05(c). An alternative follows:

The Behavioral Interventions Committee, coordinated by the Executive Director of the Special Education Cooperative, develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*. Committee reports and recommendations are made to the Board upon its request.

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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. [10]

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 School Board Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

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[10] OMA generally does not apply to *superintendent* a/k/a administrative committees. See Univ.ersity Professionals v. Stukel, 344 Ill.App.3d 856 (1st Dist. 2003)(staff committees are not subject to OMA). The Act will be applicable, however, in some circumstances. For example, a staff committee containing three or more board members will be subject to OMA. 5 ILCS 120/1.02. Consult the board attorney for advice. The following are examples of superintendent committees: Communicable and Chronic Infectious Disease Program Task Force, Communicable and Chronic Infectious Disease Review Team, Employee Drug Abuse Committee, Title I Advisory Committee, Student Support Committee, Food Allergy Management Committee, and Sex Equity Committee.

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Board of Education

Committees

The Board may establish Board 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, subject to Board approval. 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. The President shall appoint such committees and be an ex-officio member of all special committees.

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

2. Parent-Teacher Advisory Committee

   This committee, which assists the development of student discipline policy and procedure, and provides information and recommendations to the Board. The committee is comprised of parents and teachers, and may also include persons whose expertise or experience is needed. The committee reviews such issues as 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.

Superintendent Committees

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.

CURRENT

LEGAL REF.: 5 ILCS 120.
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 Meetings); 2:240 (Board Policy Development); 7:190 (Student Behavior); 7:230 (Misconduct by Students with Disabilities)

ADOPTED: May 17, 2001

REVISED: January 21, 2016

CURRENT

School Board

School Board Meeting Procedure 1

Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content.[2] 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.[3]

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting.[4] Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting.[5] District residents may suggest inclusions for the agenda.[6] The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.[7]

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1 State law requires boards to have a policy concerning: (1) the public's right to record meetings (5 ILCS 120/2.05), and (2) if applicable, attendance by video or audio means (5 ILCS 120/7, amended by P.A. 101-640). Boards are not mandated to have a policy on the remaining topics covered in this policy. The following items are matters of local discretion: agenda preparation and contents, process for board members to have items placed on agenda, receipt and handling of residents' requests for agenda inclusions, and order of business.

2 Appropriate agenda content includes: establishing board processes, clarifying the district's purpose, delegating authority, defining operating limits, monitoring district progress, and taking legally required board action. See *IASB's Foundational Principles of Effective Governance* at: www.iasb.com/IASB/media/Documents/found_prin.pdf.

3 To comply with the Open Meetings Act's (OMA's) mandate that minutes contain a "summary of discussion on all matters proposed, deliberated, or decided," a board should include a list of consent items in the agenda. OMA also requires that any final action "be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted." ~~10~~5 ILCS 120/2(e). Some level of explanation of the consent agenda items must be verbally given before a board votes to approve a consent agenda. The Ill. Supreme Court has held that "the recital must announce the nature of the matter under consideration, with sufficient detail to identify the particular transaction or issue, but need not provide an explanation of its terms or its significance." Bd. of Educ.~~ation~~ of Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill., 77 N.E.3d 625 (Ill. 2017).

4 5 ILCS 120/2.02(c). The Ill. Appellate Court held that OMA prohibits a board from voting on a matter at a regular meeting that is not on the pre-meeting published agenda. Rice v. B~~oar~~d of Trustees of Adams C~~ou~~nty., 326 Ill.App.3d 1120 (4th Dist. 2002).

5 An alternative follows:

> Any Board member may submit suggested agenda items to the Board President for his or her consideration.

6 See policy 2:230, *Public Participation at School Board Meetings and Petitions to the Board.* In districts governed by a board of school directors, an appointed board official must give a person requesting consideration of a matter by the board a formal written response no later than 60 days after receiving the request. The response must establish a meeting before the board or list the reasons for denying the request. 105 ILCS 5/10-6.

Options follow to restrict the addition of new agenda items; the phrases between [ ] may be used together, separately, or eliminated.

Discussion items may be added to the agenda [at the beginning of a regular meeting] [upon unanimous approval of those Board members present].

7 An opinion from the Ill. Public Access Counselor found no violation of the OMA when a board removed an item from the agenda within the 48-hour notice time period. PAO 14-3. Removals inform the public that the board does not plan to proceed on the topic.

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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.[8] The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board 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.[9] 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. [10]

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8 State law does not require this, except that 105 ILCS 5/10-16 requires members to receive a written notice of a special meeting that includes the meeting's purpose.

9 In most situations, the failure of a member to vote has the effect of acquiescence or concurrence with the majority of votes cast. Prosser v. Village of Fox Lake, 438 N.E.2d 134 (Ill. 1982); People v. Bertrand, 978 N.E.2d 681 (1st Dist. 2012). For example, a motion passes with a vote of two *yeas*, one *nay*, and four *abstentions*. A motion fails with a vote of two *yeas*, three *nays*, and two *abstentions*. A motion fails with a vote of three *yeas*, three *nays*, and one *abstain* because there is no majority. Exceptions include when a statute requires the *affirmative vote* of a majority or extra. Statutory exceptions include the following board actions:

1. Dismissing a teacher for any reason other than reduction of staff or elimination of that position requires approval by the majority of all members. 105 ILCS 5/24-12.
2. Directing the sale of district real property or buildings thereon must be approved by at least 2/3 of the board members (105 ILCS 5/5-22), unless the sale is residential property constructed or renovated by students as part of a curricular program, in which case, the board could engage the services of a licensed real estate broker to sell the property for a commission not to exceed 7%, contingent upon the public listing of the property on a multiple listing service for a minimum of 14 calendar days and a sale of the property happens within 120 days.
3. Making or renewing a lease of school property to another school district or municipality or body politic and corporate for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds 10 years, requires approval by at least 2/3 of the board's full membership. 105 ILCS 5/10-22.11.
4. Leasing any building, rooms, grounds, and appurtenances to be used by the district for school or administration purposes for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least 2/3 of the board's full membership. 105 ILCS 5/10-22.12.
5. Obtaining personal property by lease or installment contract requires approval by an affirmative vote of at least 2/3 of the board members. *Personal property* includes computer hardware and software and all equipment, fixtures, and improvements to existing district facilities to accommodate computers. 105 ILCS 5/10-22.25a.
6. Adopting a supplemental budget after a successful referendum requires approval by a majority of the full board. 105 ILCS 5/17-3.2.
7. Petitioning the circuit court for an emergency election requires approval by a majority of the members. 10 ILCS 5/2A-1.4.
8. Expending funds in emergency situation in the absence of required bidding requires approval by at least 3/4 of the board. 105 ILCS 5/10-20.21.
9. Exchanging school building sites requires approval by at least a 2/3 majority of the board. 105 ILCS 5/5-23.
10. Waiving the administrative cost cap requires approval by an affirmative vote of at least 2/3 of the board. 105 ILCS 5/17-1.5.
11. Authorizing an advisory question of public policy to be placed on the ballot at the next regularly scheduled election requires approval by a majority of the board. 105 ILCS 5/9-1.5.

10 Voting sequence is at the board's discretion. A board may indicate how frequently it changes the voting sequence by adding *after each vote*, *monthly*, or *annually* to the end of the sentence. All board members, including officers, may make motions and vote.

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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. **11**

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.**12** The minutes include: **13**

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*;
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;**14** 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. **15**

~~At least semi-annually~~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) ~~decides~~ determines which, if any, no longer require confidential treatment and are available for

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11 This paragraph's first sentence contains the requirements in 105 ILCS 5/10-7. The second sentence is optional and may be deleted or amended. Other optional provisions include:

> **Option 1:** Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.
>
> **Option 2:** Any Board member may request that his or her vote be changed before the President announces the result.

12 105 ILCS 5/10-7 and 5 ILCS 120/2.06. The minutes are the only record showing that the board took official action, including necessary prerequisites to make such action legally sufficient. A non-member recording secretary or clerk may be given these responsibilities. 105 ILCS 5/10-14.

13 All items listed are required to be recorded in minutes **except** items 7-9; other items may be included at the board's discretion. 5 ILCS 120/2.06 and 120/2a; 105 ILCS 5/10-7. The Ill. Public Access Counselor (PAC) found a board's vague reference to a *personnel matter* insufficient to meet the requirements of #3. PAO 13-~~0~~7.

14 The intent behind this optional item is to give an individual member a means of recording his or her support or opposition to a motion that was taken by oral vote; it will record that the individual took an alternative position to that of the majority without having the minutes recite unnecessary detail.

15 Required by 5 ILCS 120/2.06(b).

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public inspection.[16] 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. [17]

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require. [18]

The official minutes are in the custody of the Board Secretary.[19] Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval;[20] 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.[21] 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. [22]

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. [23]

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings.[24] If neither is present, the Board President or presiding officer shall assume this

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16 Required by 5 ILCS 120/2.06(d~~e~~), amended by P.A. 102-653. If a board is unable to conduct the review every six months, it must do so as soon after as is practicable, taking into account the nature and meeting schedule of the board. Id. A board may also conduct the review more frequently. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c)(21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this policy's exhibits use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d).

While board notes from closed sessions may be confidential under the Freedom of Information Act (FOIA), they may be discoverable by the opposing party in a lawsuit. Bobkoski v. Cary Sch.~~ool~~ Dist. 26, 141 F.R.D. 88 (N.D. Ill. 1992).

The failure to strictly comply with the semi-annual review does not cause the written minutes or related verbatim record to become public, provided that the board, within 60 days of discovering its failure to strictly comply, reviews the closed session minutes and reports the result of that review in open session. 5 ILCS 120/2.06(d), amended by P.A. 102-653.

17 5 ILCS 120/2(c)(21) allows boards to discuss the confidentiality needs of closed meeting minutes in closed meetings.

18 Required by 105 ILCS 5/10-7.

19 Optional provision: "A copy of the minutes is kept in a secure location appropriate for valuables."

20 Required by 5 ILCS 120/2.06(b).

21 5 ILCS 120/2.06(f~~e~~). The listed individuals in the statute are matched to the titles in the IASB Policy Reference Manual. If the board wishes to mirror the statutory language, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

See the discussion in paragraph two of f/n 27 below about what *in the presence of* means.

22 Id.

23 Posting on the website is required *only if* the district has a website that is maintained by a full-time staff member; if not, this sentence may be omitted. 5 ILCS 120/2.06(b).

24 Boards must keep a verbatim record of their closed meetings in the form of an audio or video recording. 5 ILCS 120/2.06(a). This sample policy uses audio recording only; a board that uses a video recording should amend this policy and exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*.

The interests of continuity, efficiency, and ease of holding someone accountable suggest that the superintendent be made responsible for making and storing the verbatim recordings. If the superintendent is not present, e.g., during discussions concerning the superintendent's contract, the tasks should be given to a board member.

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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. **25**

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. **26**

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member.**27** Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location.**28** Requests shall be made to the Superintendent or Board President. While a 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. **29**

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

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25 Alternatively, use: "is maintained within the District's administrative offices or their official storage location."

26 This paragraph paraphrases 5 ILCS 120/2.06(c). No notification to, or the approval of, a records commission or the State Archivist is needed if a recording is destroyed under the conditions listed.

27 5 ILCS 120/2.06(e). The listed individuals align with the other titles used in the IASB Policy Reference Manual. If the board wishes to mirror the statute, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

The intent of the *in the presence of* language is meant to protect both (1) the verbatim recordings/closed session minutes (see f/n 21 above), and (2) the board members requesting access to them. It ensures that a school district official is present at all times when a requesting board member accesses the verbatim recording/closed session minutes. The requirement is meant to prevent misuse and removal of the verbatim recording/closed session minutes from the district offices or official storage location. It is also meant to protect the board member who requests the access from being alone and in a situation where ~~he or she~~the board member could potentially be accused of tampering with or taking the verbatim recording/closed session minutes.

Consult the board attorney about:

1. The practice of sending an *appointed* board member to be present with a board member who requests access to verbatim recordings/closed session minutes. 5 ILCS 120/2.06(e) states, "any *elected* member of the Board;" appointed is not listed but is mentioned elsewhere in the language of this section of the law;
2. Access to verbatim recordings/closed session minutes by other officials employed by the district, e.g., superintendent or other high-level administrators and even the board attorney; and
3. How this law affects the sharing of closed session minutes with board members prior to a meeting at which the closed session minutes will be approved.

The intent of P.A. 99-515, which amended 5 ILCS 120/2.06(e), was to manage a board member's *individual* request for access to these items in ~~his or her~~the board member's individual capacity (see 2:80, *Board Member Oath and Conduct*), not change prior practices in regard to other officials and board attorneys or the required work of school boards under various laws. While many attorneys do not interpret the ~~new~~ law to restrict access or change procedures for these other high-level school officials and attorneys employed by the district, some attorneys do and it is important to obtain legal advice on this specific issue.

28 Id.

29 Id.

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meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections. **30**

Quorum and Participation by Audio or Video Means **31**

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, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours 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 **32**

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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

30 This paragraph is optional. It provides boards an opportunity to discuss and encourage each member to carefully think about purposes for their requests to listen to verbatim recordings, which historically has been and should continue to be to "access information relevant to the exercise of duties" for the public body. Intra-board conflicts may escalate if the recording is used to confirm or dispute who-said-what. Prior to P.A. 99-515, OMA did (and still does) allow boards to release these types of information. 5 ILCS 120/2.06(e). Further, Ill. Atty. Gen. Op. 32, 1996, opined that board members cannot be denied access to information relevant to the exercise of his or her duties. Board members should evaluate whether their requests under 5 ILCS 120/2.06(e) are "relevant to the exercise of their duties" before making such requests. Confirming or disputing who-said-what diverts resources away from operations of the district in educating its students. Additional considerations in listening to verbatim recordings may include personnel and student records confidentiality issues, which should be discussed with the board attorney.

31 5 ILCS 120/2.01 and 120/7, amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. In order to allow attendance by video or audio means, a board must adopt a policy conforming to the restrictions in OMA. The statute requires the board member who wishes to attend remotely to notify the "recording secretary or clerk of the public body." The policy includes the superintendent as a possible person to receive the notice. Everything in this section is required aside from provisions on the length of notification that is given the secretary and the process for accommodating the request. Alternatively, a board may: (1) prohibit members from participating by video or audio means by omitting this section, (2) add other requirements, or (3) alter the 24 hour notification. Note that the statute does not contemplate someone either approving or denying a request, only that the request be accommodated if the notification is provided.

In a non-binding opinion, the PAC found a public body violated OMA when it allowed a board member to join a closed session meeting remotely without first taking action at that particular meeting in open session to approve the remote participation. 2019 PAC 57660. Therefore, even with the adoption of this policy to approve remote participation, best practice is to ensure the public is informed of any board members that are participating remotely for a particular board meeting. Consult the board attorney for advice on whether the board should take action every time it wishes to permit a member to participate remotely or in those instances where a board member objects to such participation.

32 5 ILCS 120/2.01and 120/7(e)(1)-(10), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. During the 2020 COVID-19 pandemic, Ill. Gov. Pritzker issued Executive Order (EO) 2020-07 pursuant to 20 ILCS 3305/7 (disaster proclamation due to public health emergency) that temporarily suspended OMA's physical quorum requirement. The Governor extended this OMA relief through subsequent Executive Orders as the crisis continued. ~~See EOs 2020-18, 2020-33, and 2020-39. During the period covered by EO 2020-39,~~ In June of 2020, 5 ILCS 120/120/7(e), amended by P.A. 101-640 was enacted, immediately requiring public bodies to meet a number of conditions before suspending the physical quorum requirement.

Boards must remember that public comment is still required when a quorum is not physically present at the meeting location. See Public Comment section of the Ill. Atty. Gen.'s guidance entitled *Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act During the COVID-19 Pandemic* on p. 5 at: www.foia.ilattorneygeneral.net/pdf/OMA_FOIA_Guide.pdf.

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declaration related to a public health emergency.[33] 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. [34]

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,[35] 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. [36]

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 ~~(11th Edition)~~, as a guide when a question arises concerning procedure. [37]

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting.[38] 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.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

33 The phrase "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, which provides the governor with the power to declare a disaster. 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns because [the governor has declared] a disaster" and while not aligning with IEMA text, means "public health emergency." For ease of understanding and alignment with IEMA, this policy uses "public health emergency."

To avoid confusion, note that the triggers under 5 ILCS 120/7(e), amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad than the School Code's triggers to implement remote and/or blended remote learning days (RLD/BRLDs). OMA states (1) the "governor **or the director of IDPH** has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/ …~~-~~." This means that it is possible for the board to meet remotely if the director of IDPH declares a disaster under OMA, but that may not mean a district must implement RLD/BLRDs because the School Code states that the governor must declare the disaster.

34 5 ILCS 120/7(e)(2), amended by P.A. 101-640 states "the head of the public body as defined in [the Freedom of Information Act (FOIA), 5 ILCS 140/2(e), FOIA]." FOIA defines *head of the public body* to mean the *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Policy 2:110, *Qualifications, Term, and Duties of Board Officers*, designates the vice president to perform the duties of the president if that office is vacant or he or she is absent or unable to perform the office's duties.

For practical purposes if a disaster is declared due to a public health concern, this policy designates the superintendent as "[the president or vice president's] duly authorized designee" pursuant to the authority of 5 ILCS 140/2(e) for the board to move forward with the required determination to meet by audio or video with no physical presence of a quorum.

35 While this phrase of the sentence is not required in OMA, many attorneys agree that transparency best practices in this situation include the individual making the determination to: (1) put it in writing referring to the specific disaster declaration applicable to the board's jurisdiction and the public health concern/public health emergency that applies to not having an in-person meeting; and (2) include that written determination (a) on the board's published notice and agenda for the audio or video meeting, and (b) in the meeting minutes.

36 See 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*.

37 Boards are not required to follow any particular rules of order. Rules, however, must be in writing and available for public inspection, in order to have any legal effect. 105 ILCS 5/10-20.5.

38 The public's right to record meetings must be addressed in board policy. 5 ILCS 120/2.05. However, a provision requiring advance notice to record a meeting is invalid. PAO 12-10.

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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.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.
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 School Board Meetings), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

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Board of Education

Board Meeting Procedure

Agenda

All Board meetings shall begin as follows:

1. Roll Call
2. Closed Session (if applicable)
3. Pledge of Allegiance
4. Academic Spotlight / Student Presentations (if applicable)
5. Revision and Adoption of the Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. A portion of the agenda shall be designated 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. Items submitted by Board members to the Superintendent or Board President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. 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 policy 2:200, *Types of Board Meetings*.

Voting Method

Unless otherwise prohibited 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 shall be 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 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;

CURRENT

4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
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.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Secretary at such times as the Secretary 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 10 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

CURRENT

official storage location. Requests shall be made to the Superintendent or Board President. While a 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, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the Recording Secretary or Superintendent at least 24 hours 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 Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Members

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.

CURRENT

LEGAL REF.: 5 ILCS 120-2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.
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 Meetings), 2:210 (Organizational Board Meeting), 2:230 (Public Participation at Board Meetings and Petitions to the Board)

ADOPTED: May 17, 2001

REVISED: September 17, 2020

CURRENT

School Board

Uniform Grievance Procedure [1]

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, 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[2], or have a complaint regarding any one of the following: [3]

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq. [4]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law requires this subject matter be covered by policy and controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. For the sake of consistency and ease of administration, this policy consolidates all board grievance procedures, excluding Title IX sexual harassment complaints (see sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to this uniform grievance procedure policy.

[2] Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy.

[3] The Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §1400 et seq.) is not included in the list of statutes that may serve as the basis of a grievance, and attorneys disagree whether it should be. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 et seq. (due process); (3) School Code at §§14/8.02a (mediation and due process) and 14/8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (Mediation), 226.570 (State Complaint Procedures), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.

[4] The Americans with Disabilities Act Amendments Act (ADAAA) (Pub. L. 110-325), made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage. The ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. The U.S. Equal Employment Opportunity Commission's (EEOC) regulations, 29 C.F.R. Part 1630, are at: www.eeoc.gov/laws/types/disability_regulations.cfm.

Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.

Title II of the ADA of 1990 also includes website accessibility. Addressing website accessibility is complicated. Many entities addressing website accessibility use *Web Content Accessibility Guidelines* (WCAG) 2.0 or 2.1, a frequently cited accessibility standard that contains guidelines developed by a private group of accessibility experts. See www.w3.org/WAI/standards-guidelines/wcag/.~~WCAG 2.0 is the standard the U.S. Dept. of Justice referenced in its recent Title II rulemaking; however, it is not adopted as the formal legal standard for public accommodation websites.~~ While ~~it~~WCAG is not adopted as the formal federal legal standard for public accommodation websites, it has been used in many consent decrees and settlement agreements, and it is required by the School Code. ~~See www.w3.org/TR/WCAG20/.~~105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-238, eff. 8-1-22, requires school districts to ensure their *Internet websites or web services* comply with Level AA of the WCAG 2.1 or any revised version of those guidelines. *Internet website or web service* means "any third party online curriculum that is made available to enrolled students or the public by a school district through the Internet." Id.

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2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*

3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq. [5]

4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

6. Sexual harassment prohibited by the State Officials and Employees Ethics Act[6], 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 policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) [7]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[5] See f/n 4's discussion of website accessibility above. ~~To avoid allegations that a district violated Section 504 of the Rehabilitation Act of 1973 and Title II of the ADA of 1990, many attorneys suggest that school districts' websites meet the WCAG 2.0 guidelines. But s~~See also the discussion in f/n 2 of sample policy 8:70, *Accommodating Individuals with Disabilities*.

[6] 5 ILCS 430/70-5(a), amended by P.A.~~s 100-554 and~~ 101-221, requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment that contains certain prescribed elements. See sample policy 5:20, *Workplace Harassment Prohibited*, at f/n 3 and subhead **Complaints of Sexual Harassment Made Against Board Members by Elected Officials** in sample policy 2:105, *Ethics and Gift Ban*, for further detail. Complaints of sexual harassment made against board members by fellow board members or other elected officials of governmental units must undergo an *independent review*, which is not a term defined in the statute. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20. School districts are also required to create, maintain, and implement an age-appropriate sexual harassment policy. 105 ILCS 5/10-20.69~~ (final citation pending)~~, added by P.A. 101-418. See sample policy 7:20, *Harassment of Students Prohibited*, and its f/n ~~89~~ for further information.

~~A new publication law,~~ 50 ILCS 205/3c~~, added by P.A. 100-1040,~~ 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." Consult the board attorney about the word *found*. It raises many practical application questions, e.g., when does the word *found* trigger a board's compliance responsibility pursuant to this law. Such questions include, but are not limited to:

1. Must a school board make a *finding* to trigger this requirement? If the severance agreement is entered into post-termination, a record of board *findings* rarely exists.
2. Are charges for termination *findings*? Often superintendents submit charges for termination, but these are not technically *findings*.
3. Are charges based on a complaint manager's report and determination(s) *findings* under the law when a board still has the ability to review and reject the complaint manager's determination(s)?

Next, contrast the above publication law with the Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2)~~, added by P.A. 100-895~~. GSPA prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if he or she is fired for *misconduct* by the board. GSPA defines *misconduct* to include sexual harassment and/or discrimination. Id. at 415/5.

Consult the board attorney about how to reconcile whether sexual harassment and/or sexual discrimination is misconduct for which a severance would be prohibited under the GSPA, and therefore, not available to be published under 50 ILCS 205/3c~~, added by P.A. 100-1040~~. And for further discussion and other applicable transparency laws that apply to this issue, see also f/n 15 in sample policy 5:20, *Workplace Harassment Prohibited*.

[7] Consult the board attorney regarding proper filing and storage of these investigation documents, including whether certain student-related investigation documents are *sole possession records*, a Family Policy Compliance Office (FPCO)-created an exemption to the Family Education Rights Privacy Act (FERPA) (20 U.S.C. §1232g). See *Letter to Ruscio*, 115 LRP 18601 (FPCO 12-17-14).

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7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 [8]
8. Bullying, 105 ILCS 5/27-23.7 [9]
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children [10]
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/ [11]
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. [12]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[8] 105 ILCS 5/10-20.60~~, added by P.A. 100-29,~~ requires schools to implement the Ill. sex equity grievance procedures when processing student complaints about breastfeeding accommodations. Complainants must be informed that the board's decision may be appealed to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. **Note:** Certain claims brought under Sec. 10-20.60 may also be covered by the anti-discrimination protections of Title IX; consult the board attorney for further advice. Guidance from U.S. Dept. of Education on Title IX requirements for pregnant and parenting students (June 2013) is available at: ~~www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf~~www2.ed.gov/about/offices/list/ocr/frontpage/pro-students/issues/sex-issue03.html.

[9] All districts must have a policy on bullying. 105 ILCS 5/27-23.7. See sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.* The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

[10] Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. Noyola v. Bd. of Educ., 179~~1~~ Ill.2d 121 (Ill. 1997) (affirming the appellate court's conclusion in Noyola v. Bd. of Educ., 284 Ill.App.3d 128 (1st Dist. 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

[11] The ~~Ill.~~ Whistleblower Act (740 ILCS 174/) includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. Section 15 also contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation. The Ill. ~~Whistleblower Reward and Protection~~False Claims Act (740 ILCS 175~~174~~/) includes school districts in its definition of *State*. A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, boards should thoroughly investigate the ramifications of these acts in consultation with their attorney and liability insurance carriers.

[12] The Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.) is a federal law. Title I addresses the use of genetic information pertaining to health insurance. Title II protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

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16. Employee Credit Privacy Act, 820 ILCS 70/ [13]

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

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable[14] 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.

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GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or the individual's family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations are available at 29 C.F.R. Part 1635, and background information on these regulations is available at: ~~www.eeoc.gov/policy/docs/qanda_geneticinfo.html~~ www.eeoc.gov/regulations-related-genetic-discrimination. An FAQ entitled *FAQs on the Genetic Information Nondiscrimination Act* is available at: www.dol.gov/agencies/ebsa/laws-and-regulations/laws/gina.

The Ill. Genetic Information Protection Act (GIPA) (410 ILCS 513/~~, amended by P.A. 100-396~~) also prohibits employers from making employment decisions on the basis of any employee's genetic testing information and from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program. GIPA includes the federal GINA's definition of genetic information and creates more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. GIPA also provides penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board attorney for guidance regarding GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family and Medical Leave Act (29 U.S.C. §2612 et seq.) and the ADA, and State laws governing time off for sickness and workers' compensation.

13 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at $2,500 or more. 820 ILCS 70/10(b). A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages. 820 ILCS 70/25. The court must award costs and reasonable attorneys' fees to a prevailing plaintiff. Id.

14 The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(c) which requires schools to "adopt and publish grievance procedures that provide for the prompt and equitable resolution of student and employee complaints" of sex discrimination.

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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.[15] 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 shall process and review the complaint according to 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 sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf.[16] The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, ~~or~~ this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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.

The Superintendent will keep the Board informed of all complaints.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[15] This is a best practice.

[16] This policy gives complaint managers the flexibility to appoint another individual to conduct an investigation, which may be appropriate in cases where the neutrality or efficacy of the complaint manager is an issue, and/or where the district wishes to have the expertise and related attorney-client and work product privileges that an in-house or outside attorney may afford an investigation. Such alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals).

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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 mail his or her written decision to the Complainant and the accused by ~~first class U.S. mail~~registered mail, return receipt requested, and/or personal delivery[17] as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard. [18]

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 mail its written decision to the Complainant and the accused by ~~first class U.S. mail~~registered mail, return receipt requested, and/or personal delivery[19] 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. [20]

Appointing a Nondiscrimination Coordinator and Complaint Managers [21]

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

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[17] Optional; using a delivery method that allows the district to verify the date of receipt is a best practice.

[18] *Preponderance of evidence* is a standard used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary, 11th ed. 2019*.

[19] See f/n 17, above.

[20] The Ill. sex equity regulations require districts to have "specific timelines for completion of each step and rendering of a written decision, and shall provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

[21] Title IX regulations require districts to designate and authorize at least one employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. Id.

A district must prominently display its Title IX non-discrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title

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employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [22]

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each 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 and the Complaint Managers. [23]

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email

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IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

22 The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~," insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

Best practice is that throughout the board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

23 The board may include the following option to address publication of such contact information:

"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis."

Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice. The Ill.~~inois~~ Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

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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.~~Age Discrimination in Employment 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.
42 U.S.C. §2000e et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act).
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
~~Americans With Disabilities Act,~~ 42 U.S.C. §12101 et seq., Americans With Disabilities Act.
~~Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.~~
~~Equal Pay Act, 29 U.S.C. §206(d).~~
~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~
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 (final citation pending), 5/10-22.5, 5/22-19, 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.
~~Illinois Genetic Information Privacy Act,~~ 410 ILCS 513/, Ill. Genetic Information Privacy Act.
~~Illinois Whistleblower Act,~~ 740 ILCS 174/, Whistleblower Act.
740 ILCS 175/, Ill. False Claims Act.
~~Illinois Human Rights Act,~~ 775 ILCS 5/, Ill. Human Rights Act.
~~Victims' Economic Security and Safety Act,~~ 820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.
~~Equal Pay Act of 2003,~~ 820 ILCS 112/, Equal Pay Act of 2003.
~~Employee Credit Privacy Act,~~ 820 ILCS 70/, Employee Credit Privacy Act, 70/10(b), and 70/25.
23 Ill.Admin.Code §§1.240, ~~and~~ 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 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

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, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have 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 sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
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 policy 2:265, *Title IX Sexual 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 174/1.
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 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 complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); 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

CURRENT

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 cyber-bullying of students, the Complaint Manager shall process and review the complaint according to 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 sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260.

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. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent/guardian that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (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 or 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.

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 mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard or clear and convincing evidence.

CURRENT

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, 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 mail its written decision to the Complainant and the accused by first class U.S. mail 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 Nondiscrimination 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 Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each 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 and the Complaint Managers.

Nondiscrimination Coordinator/Title IX Coordinator:

Dr. Adam Zehr,
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Complaint Managers:

Ms. Jessica Lombard,
Associate Superintendent
650 Dr. John Burkey Drive
Algonquin, IL 60102
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Dr. Erika Schlichter,
Assistant Superintendent Learning & Innovation
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eschlichter@district158.org

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Dr. Rocio Del Castillo,
Assistant Superintendent Special Services
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(847) 659-6158
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CURRENT

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
Equal Pay Act, 29 U.S.C. § 206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27.-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
Victims' Economic Security and Safety Act, 820 ILCS 180, 56 Ill. Admin. Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112.
Employee Credit Privacy Act, 820 ILCS 70/.
23 Ill. Admin. Code §§ 1.240 and 200-40.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 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)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

General School Administration

Superintendent [1]

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 School Board 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.~~.~~[2] including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*.[3] 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. [4]

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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law controls this policy's content. Unless the district has only one school with fewer than four teachers, the board must employ a superintendent or a chief executive officer as allowed under specific circumstances. 105 ILCS 5/10-21.4. This statute assigns some specific duties to the superintendent including to: (1) make recommendations to the board concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of teachers and all other employees, the selection of textbooks, instructional material, and courses of study; (2) report to the board, Ill. State Board of Education (ISBE), and chief administrative official any employee named in an abused child report; and (3) keep or cause to be kept the records and accounts as directed and required by the board, aid in making reports required by the board, and perform such other duties as the board may delegate to him/her. 105 ILCS 5/10-16.7 requires boards to direct, through policy, the superintendent, in his or her charge of the district's administration.

ISBE is required, subject to an annual appropriation by the General Assembly, to establish a new superintendent mentoring program. With limited exceptions, any individual serving as a first-time superintendent in Illinois must participate in the mentoring program for two school years. 105 ILCS 5/2-3.53b. The ISBE-selected provider will assign a mentor to a new superintendent based on similarity of grade level or type of district, learning needs, and geographical proximity. The mentor must not be required to evaluate the new superintendent on the basis of the mentoring relationship.

[2] See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, for an annotated list of documents and reports that must be posted on the district's website, if the district has a website. While not comprehensive, see the IASB's *Annual School Calendar* for the required reports that do not need web-posting, available on the IASB website at: www.iasb.com/pdf/schoolcal.pdf.

[3] 105 ILCS 5/10-21.9(e-5), amended by P.A.102-552. See the discussion in the f/ns tied to the text of the **Special Superintendent Responsibilities** subhead in policy 5:90, *Abused and Neglected Child Reporting*.

[4] This paragraph strengthens the policy's connection to the IASB's *Foundational Principles of Effective Governance.* See www.iasb.com/principles.cfm. It allows the superintendent broad delegation authority even when a policy fails to specifically provide for delegation.

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Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board. [5]

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.[6] 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. [7]

Compensation and Benefits [8]

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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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[5] 105 ILCS 5/21B-20 and 5/21B-25 govern Professional Educator Licenses and superintendent endorsements. See also 23 Ill.Admin.Code §§25.355 (superintendent endorsement) and 29.100 (Ill. Professional School Leader Standards).

[6] 105 ILCS 5/10-16.7 requires a board to evaluate the superintendent. See *The Superintendent Evaluation Process* at: www.iasb.com/training/superintendent-evaluation-process.pdf. While greater detail may be added to this paragraph (e.g., a timeline, self-evaluation provision, and discussion requirements), a board must be sure that the policy and the superintendent's contract are consistent.

[7] The reporting requirements in this paragraph are optional, but school boards must "require evaluators to participate in an in-service training on the evaluation of licensed personnel provided or approved by [ISBE] prior to undertaking any evaluation and at least once during each license renewal cycle." 105 ILCS 5/24A-3.

[8] According to 105 ILCS 5/10-23.8, a superintendent must be employed under either: (1) a one-year contract, in which case he or she gains and retains tenure rights; or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights but does not lose any previously acquired tenure credit with the district. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators; see 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process.* Residency requirements, if desired, should be included in a superintendent's employment contract.

The employment contract should be *in writing* even though the School Code does not require it to be written. Contact the board attorney for assistance. An administrator who is not working under a written contract is presumed to have a contract of one year's duration. Bd. of Educ. of Schaumburg Cɵmmunity. Consol.idated Sch.ool Dist. No. 54 v. TRS, 368 Ill.Dec. 341 (4th Dist. 2013)(interpreting 105 ILCS 5/10-23.8a). The Ill. Statute of Frauds may make it impossible to execute an *oral* multi-year administrator contract or to *orally* extend a multi-year written contract. 740 ILCS 80/1.

The Open Meetings Act requires all Ill. Municipal Retirement Fund (IMRF) employers, which includes school boards, to: (1) within six business days after approving a budget, web-post each employee's total compensation package if it exceeds $75,000 per year; and (2) at least six days before approval, web-post an employee's total compensation package if it is $150,000 or more. 5 ILCS 120/7.3. Conflicting opinions concern whether school districts must comply with these posting requirements for their employees who do not participate in IMRF. Contact the board attorney for advice.

Annually by Oct. 1, each school board must report to ISBE the base salary and benefits of the superintendent, administrators, and teachers it employs. 105 ILCS 5/10-20.47. Before this annual reporting to ISBE, the information must be presented at a regular school board meeting and then posted on the district's website, if any.

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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 School Board; 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; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

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General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the leadership, administration and management of the District schools in accordance with Board 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. 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 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.

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

CROSS REF: 2:20 (Powers and Duties of the Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

CURRENT

General School Administration

Administrative Personnel Other Than the Superintendent [1]

Duties and Authority

The School Board 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.[2] 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. [3]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. 105 ILCS 5/10-23.8a requires each principal, assistant principal, and other school administrator to be employed under either: (1) a one-year contract, in which case he or she gains and retains tenure rights, or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights but does not lose any previously acquired tenure credit with the district. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators.

[2] Job descriptions are advisable, but optional. See policy 5:30, *Hiring Process and Criteria*, for a discussion of job descriptions. An Ill. State Board of Education (ISBE) rule (23 Ill.Admin.Code §1.310) allows *divided service*, meaning that a superintendent or principal may be employed by two school districts or serve in two professional capacities provided that full-time equivalency results in a maximum of one full-time position. In districts with an enrollment of 100 or fewer, an individual may serve as superintendent/principal and teach up to one-half day.

[3] 105 ILCS 5/21B-20 and 5/21B-25 govern Professional Educator Licenses and administrative, principal, and chief school business official endorsements. The requirements for supervisory or administrative staff are in 23 Ill.Admin.Code §1.705; the requirements for endorsements are in 23 Ill.Admin.Code Part 25, Subpart E. Standards for Administrative Endorsements are in 23 Ill.Admin.Code Part 29.

The following option may be added at the end of this paragraph:

> Administrative personnel must reside in the District within a specified period as provided in their initial employment agreement.

State law (105 ILCS 5/24-4.1) prohibiting residency requirements for teachers does not apply to non-instructional personnel, e.g., assistant principals. Owen v. Kankakee Sch.~~ool~~ Dist., 261 Ill.App.3d 298 (3rd. Dist. 1994). A board may impose residency requirements on a principal or assistant principal only if the individual's initial contract with the district made residency an express condition of employment or continued employment as a principal. 105 ILCS 5/10-21.4a. Residency within a district may not be considered in determining a principal's compensation, assignment, or transfer Id.

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Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board. [4]

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. [5]

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. [6]

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law.[7] The terms of an individual employment contract, when in conflict with this policy, will control.

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[4] All licensed school district employees must be evaluated. 105 ILCS 5/24A-1, 23 Ill.Admin.Code §1.320. Each district must implement a performance evaluation plan for its principals and assistant principals. –105 ILCS 5/24A-15, 23 Ill.Admin.Code §50.300. The statutory deadline for evaluating principals and assistant principals depends on whether the individual's employment contract is for one year or multiple years: (1) the evaluation of individuals on a single year contract must take place annually by March 1, and (2) the evaluation of individuals on a multi-year contract must take place by March 1 of the contract's final year. 105 ILCS 5/24A-15. Individual contracts may require an earlier deadline. 105 ILCS 5/24A-3 requires that an individual who conducts an evaluation of a teacher, principal, or assistant principal, (1) be prequalified before undertaking any evaluation, and (2) participate in a regularly scheduled retraining program.

[5] The professional growth reporting requirements in this paragraph are optional. However, professional development activities are required for license renewal. 105 ILCS 5/21B-45~~, amended by P.A. 101-85, eff. 1-1-20~~, contains the license renewal process, along with the professional development hours and carry over of these hours.

A school board must require the administrators who evaluate employees to complete training on the evaluation of licensed personnel that is provided or approved by ISBE. 105 ILCS 5/24A-3 and 5/24A-20(a)(4). Any prequalification process or retraining program developed and used by a school district must, at a minimum, meet the requirements of 23 Ill.Admin.Code Part 50, Subpart E. Administrative personnel must participate in this training (1) before they evaluate, and (2) at least once during each certificate renewal cycle. 105 ILCS 5/24-3.

[6] Legal holidays are provided by 105 ILCS 5/24-2, amended by P.A.s 101-642 (*2020 Election Day*), 102-15 (*2022 Election Day*), and 102-14, eff. 1-1-22, and 102-334, (both establishing *Juneteenth National Freedom Day*).

[7] According to 105 ILCS 5/10-23.8a, a principal, assistant principal, and any other school administrator must be employed under either: (1) a one-year contract, in which case he or she gains and retains tenure rights, or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights but does not lose any previously acquired tenure credit with the district. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators.

The employment contract should be *in writing* even though the School Code does not require it to be written. Contact the board attorney for assistance. An administrator who is not working under a written contract is presumed to have a contract of one year's duration. Schaumburg C~~o~~m~~muni~~ty. Consol.~~idated~~ Sch.~~ool~~ Dist. v. TRS, 984 N.E.2d 66 (4th Dist. 2013)(interpreting 105 ILCS 5/10-23.8a). The Ill. Statute of Frauds may make it impossible to execute an *oral* multi-year administrator contract or to *orally* extend a multi-year written contract. 740 ILCS 80/1.

The Open Meetings Act requires all Ill. Municipal Retirement Fund (IMRF) employers, which includes school boards, to: (1) within six business days after approving a budget, web-post each employee's total compensation package if it exceeds $75,000 per year; and (2) at least six days before approval, web-post an employee's total compensation package if it is $150,000 or more. 5 ILCS 120/7.3. Conflicting opinions concern whether school districts must comply with these posting requirements for their employees who do not participate in IMRF. Contact the board attorney for advice.

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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. [8]

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel. [9]

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; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Annually by Oct. 1, each school board must report to ISBE the base salary and benefits of the superintendent, administrators, and teachers it employs. 105 ILCS 5/10-20.47. Before this annual reporting to ISBE, the information must be presented at a regular school board meeting and then posted on the district's website, if any.

[8] State law does not address when the board should consider salary issues. The March deadline was chosen because the statutory notice deadline for reclassification is April 1 of the year in which a principal or assistant principal's contract expires unless the contract provides for an earlier deadline. 105 ILCS 5/10-23.8b. Alternatively, the policy could require that recommendations be presented "in a timely manner."

[9] State law does not require that administrative and teaching personnel receive identical benefits and leaves of absence, but it does set the minimum in days and type for all certificated personnel.

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General School Administration

Administrative Personnel Other Than the Superintendent

The Superintendent shall submit nominations to the Board for administrative and supervisory personnel appointments. While the Board may accept or reject nominations, election of a Principal or supervisor shall be valid only if made on the nomination of a Superintendent. In the case of rejection, it is the duty of the Superintendent to make another nomination.

Duties and Authority

District administrative and supervisory positions are established by the Board 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 rules.

Evaluation

The performance of all administrative personnel will be evaluated by the Superintendent or designee; the Superintendent shall 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, through participation in the general development and improvement of the school program, or through other means as approved by the Superintendent.

Administrative Work Year

The administrator's work year 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, the administrators shall have vacations periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary in keeping with the individual administrative contract.

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.

Please refer to the current "Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158."

CURRENT

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, 5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence).

ADOPTED: January 18, 2001

REVISED: January 16, 2020

CURRENT

General School Administration

Administrative Responsibility of the Building Principal [1]

Duties and Authority

The School Board, 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.[2] 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.[3] 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. [4]

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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content.

[2] Required by 105 ILCS 5/10-21.4a.

[3] An alternative follows: "…or as agreed upon by the Building Principal and Superintendent."

The principal's duties are generally described in 105 ILCS 5/10-21.4a and 5/24A-15(c-5). However, many other statutes impose additional duties, e.g., 105 ILCS 127/2 (requires principals to report to the police certain violations of the Cannabis Control Act, Controlled Substance Act, and Methamphetamine Control and Community Protection Act occurring at specified locations); 105 ILCS 5/10-27.1A(b) (requires the principal or designee to immediately notify local law enforcement upon receiving a report of a person in possession of a firearm on school grounds, and, if that person is a student, to notify a student's parent/guardian); and 730 ILCS 152/ and 154/ (require notification to parents/guardians that information about sex offenders and violent offenders against youth is available). The county clerk may appoint high school principals or their designees as deputy registrars to accept voter registrations of any qualified resident of the State. 10 ILCS 5/4-6.2(a)~~, amended by P.A. 100-1027~~. The Firearm Concealed Carry Act requires a principal to notify the Ill. Dept. of State Police whenever he or she determines that a student (or any person) poses a "clear and present danger to himself, herself or to others." 430 ILCS 66/105; 405 ILCS 5/6-103.3. Lawyers disagree whether this requirement violates the federal Family Educational Rights and Privacy Act. Contact the board attorney for advice.

[4] This restates 105 ILCS 5/24A-3 and 23 Ill.Admin.Code Part 50, Subpart E. Individuals who evaluate teachers, principals, or assistant principals must: (1) be prequalified, and (2) participate in a regularly scheduled retraining program. The prequalification and retraining programs must be either developed or approved by the Ill. State Board of Education (ISBE).

105 ILCS 5/24A-5 permits a first-year principal to evaluate a teacher; however, a new two-year evaluation plan must be established for any tenured teacher who is evaluated by a first-year principal. 105 ILCS 5/24A-5.

Anyone who has not previously been a principal in Ill. must participate in ISBE's *new principal mentoring program*; however, implementation of a principal mentoring program in any given year is dependent upon an appropriation. If appropriations are not likely sufficient to serve all anticipated first year principals in any given year, the program is voluntary. Mentoring services are extended to second year principals only if appropriations are sufficient to serve all first year principals. If mentoring services are extended to second year principals but appropriations are not sufficient to serve all second year principals who wish to participate in the new principal mentoring program, then priority access to mentoring services is provided to second year principals who are in the highest need schools as determined by the State Superintendent of Education. 105 ILCS 5/2-3.53a, amended by P.A. 102-521 (adding, subject to annual appropriation, a competitive grant program to support the new principal mentoring program for districts to participate in); 23 Ill.Admin.Code Part 35. Annually by June 1, each superintendent must report to the State Superintendent or designee the expected number of first-year and second-year principals along with information specified in 23 Ill.Admin.Code §35.20.

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Education rules.[5] Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal.[6] 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.: ~~10 ILCS 5/4-6.2.~~
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; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[5] Each district must implement a performance evaluation plan for its principals and assistant principals. 105 ILCS 5/24A-15, 23 Ill.Admin.Code §50.300. A board may substitute this alternative for the first sentence: "The Superintendent or designee shall implement a principal and assistant principal evaluation plan that complies with State law." The statutory deadline for evaluating principals and assistant principals depends on whether the individual's employment contract is for one year or multiple years: (1) the evaluation of individuals on a single-year contract must take place annually by March 1, and (2) the evaluation of individuals on a multi-year contract must take place by March 1 of the contract's final year. 105 ILCS 5/24A-15. Individual contracts may require an earlier deadline.

[6] Required by 105 ILCS 5/10-21.4a and 5/24A-15. For a principal who also serves as the district superintendent, the evaluator must be appointed by the school and not be the person whose performance as principal is being evaluated. 23 Ill.Admin.Code §50.300. In addition, the evaluator must hold a valid professional educator license endorsed for superintendent issued under Article 21B and have completed the prequalification process and any retraining, as applicable. Add this option if appropriate: "…or, in the absence of the Superintendent or his or her designee, an individual appointed by the School Board who holds a valid professional educator license endorsed for superintendent."

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General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The Board, 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.: 10 ILCS 5/4-6.2.
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.
105 ILCS 127/.
23 Ill. Admin. Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leave of Absence)

ADOPTED: May 17, 2001

REVISED: August 15, 2019

CURRENT

Operational Services

Purchases and Contracts [1]

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 School Board 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.[2] 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. [3]

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 $25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted. [4]
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.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law controls this policy's content. 105 ILCS 5/10-20.21, amended by P.A. 101-570, contains bidding plus other requirements. Other laws also govern district contracts. For example, the Prevailing Wage Act requires, among other things, that a district specify in all contracts for public works that the prevailing wage rate must be paid. 820 ILCS 130/. When a district awards work to a contractor without a public bid, contract, or project specification, the district must provide the contractor with written notice on the purchase order or a separate document indicating that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work on the project. In addition, the district must notify all contractors of any rate changes by the Ill. Dept. of Labor (IDOL). 820 ILCS 130/4(a-2). The law allows a district to discharge this duty by including the following language in all contracts: "Any prevailing rate of wages as they are revised by the Ill. Dept. of Labor (IDOL) shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available on IDOL's official website." 820 ILCS 130/4(l). See 4:60-E, *Notice to Contractors*, for sample language.

[2] This end statement should be amended according to local board discretion.

[3] An optional addition follows: "Notwithstanding the above, the Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than $_____ without prior Board approval." This optional provision's intent is to provide an internal control as well as to keep the board involved when the district is making a large purchase or expenditure, e.g., copiers, computers, textbooks, or something that might not happen every year. It is intended to cover purchases/expenditures regardless of whether they were previously budgeted.

[4] See 4:60-AP1, *Purchases*, for bidding exemptions and the requirements for electronic bid opening. A board may set a lower bidding threshold by policy but should first seek its attorney's advice because such action may expand a board's vulnerability to a bidding challenge.

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4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c. [5]
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]
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10). [7]
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]
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)[9] to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits 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 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense;[10] 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. [11]
    b. 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 if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis

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[5] Concerning collective bargaining requirements, see McLean Co. Unit Dist. 5 v. AFSCME & IELRB, 12 N.E.2d 120 (4th Dist. 2014) (good faith bargaining on the decision to subcontract requires notice of the consideration of the subcontract before it is finalized; meeting with the union to provide an opportunity to discuss and explain the decision; providing information to the union; and giving consideration to any counterproposal the union makes).

[6] 105 ILCS 5/10-20.21(b-5).

[7] 105 ILCS 5/10-20.21(b-10).

[8] 105 ILCS 5/10-20.19c.

[9] 105 ILCS 5/10-21.9(c), amended by P.A. 101-531; 105 ILCS 5/21B-80(c), amended by P.A. 101-531.

[10] Id.

[11] The implementation process is in 4:60-AP3, *Criminal History Records Check of Contractor Employees*. See 5:30-AP2, *Investigations*, for a list of offenses which disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual's sentence for the criminal offense.

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screening, as required by the Ill. Department of Public Health rules or order of a local health official. [12]

9. After 1-1-23, 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. [13]
10. 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. [14]

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. [15]

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., 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)

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[12] 105 ILCS 5/24-5, amended by P.A. 101-81. P.A. 98-716~~, effective 7-16-14~~, expanded the scope of 105 ILCS 5/24-5 by adding a definition of *employee* that includes contractors' employees for whom a criminal history records check is required. Since Aug. 2014, the Ill. Dept. of Public Health (IDPH) has not required school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3). Before requesting a contractor's employee for a health examination, contact the board attorney concerning this action's legality under other personnel laws, including the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.).

[13] 410 ILCS 170/10(b), added by P.A. 102-242, eff. 1-1-23.

[14] 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by ISBE, see www.isbe.net/gata.

[15] This is an optional provision. The numerous reporting and website posting mandates are in 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records.* As an alternative to the policy's default language, a board may insert the underscored:

> The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts and maintain a status report for monthly presentation to the Board, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

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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 policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with 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.

Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, Article 28A of the School Code), an existing Federal purchasing contract, or national cooperative purchasing network, may be considered as a bid.

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 State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of $25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase in the size, type, or extent of an existing facility, 105 ILCS 5/10-20.21(xi).
3. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
4. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
5. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
6. 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.
7. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).

CURRENT

8. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and board policy 4:70, *Resource Conservation*.
9. 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 more student(s); (2) prohibits 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 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 5/24-5: (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 if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) 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. Department of Public Health rules or order of a local health official.

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.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.
820 ILCS 130/.

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

ADOPTED: May 17, 2001

REVISED: June 18, 2020

CURRENT

Operational Services

Transportation [1]

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 School Board has certified to the Ill.~~inois~~ State Board of Education that adequate public transportation is available,[2] 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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law controls this policy's content. 105 ILCS 5/29-1 et seq. and 23 Ill.Admin.Code Part 120. **Important: The board of a district that does *not* provide transportation must amend this policy.** F/n 2 discusses when districts must provide free transportation. Please contact an IASB Policy Consultant for *gratis* help customizing this policy. You may also need to consult the board attorney.

A district that chooses to consider locations other than individual students' residences as pick-up and drop-off locations must adopt a policy establishing this practice to receive State reimbursement. 23 Ill.Admin.Code §120.30(a)(1)(B).

Each district must have a pre-trip and post-trip inspection policy. 625 ILCS 5/12-816(a). An Ill. State Board of Education (ISBE) rule requires boards to "institute policies and practices that promote the safety and well-being of school bus passengers." 23 Ill.Admin.Code §1.510(g). To comply with these requirements, this policy lists relevant administrative procedures at the end.

The policy does not address an *automatic traffic enforcement* system which may be enacted by a municipality or county. An *automatic traffic law enforcement system* is a device that senses and records a motor vehicle that illegally fails to stop for a school bus. 625 ILCS 5/11-208.9. Each school board within that municipality or county's jurisdiction may approve the system's implementation. The board is then required to enter into an intergovernmental agreement with the municipality or county and contract with vendors for the system's installation, maintenance, and operation. Each applicable school bus must be posted with a sign indicating that it is being monitored by an automated traffic law enforcement system. The proceeds from a school district's automated traffic law enforcement system's fines shall be divided equally between the school district and the municipality or county administering the automated traffic law enforcement system.

[2] The one and one-half miles distance is measured from the exit of the property where the student resides to the point where pupils are normally unloaded at the attendance center to which they are assigned. 105 ILCS 5/29-3; 23 Ill.Admin.Code §120.30(a)(1)(A). Only the following districts must provide free transportation as described in the sample policy: community consolidated districts, community unit districts, consolidated districts, consolidated high school districts, and combined school districts if the combined district includes any district that was previously required to provide transportation. 105 ILCS 5/29-3~~, amended by P.A. 100-1142,~~ and 23 Ill.Admin.Code §1.510(a). Districts that are not required to provide free transportation may do so. Id. To qualify for State reimbursement, districts electing to provide transportation when they are not required to do so must afford the same service to all students in that same situation. 23 Ill.Admin.Code §1.510(b). Districts may provide transportation within one and one-half miles and may charge for such transportation. 105 ILCS 5/29-2.

Optional provision: (105 ILCS 5/29-3.1)

> The District may provide transportation to and from school-sponsored activities and may charge for such transportation.

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ILCS 147/.[3] 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.[4] Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program.[5] Non-public school students shall be transported in accordance with State law.[6] Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.[7] Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act. [8]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[3] 105 ILCS 5/29-3~~, amended by P.A. 100-1142~~ and 23 Ill.Admin.Code §1.510. The determination as to what constitutes a *serious safety hazard* regarding vehicular traffic or rail crossings is made by the board, in accordance with guidelines issued by the Ill. Dept. of Transportation, in consultation with the State Superintendent of Education. The Ill. Streetgang Terrorism Omnibus Prevention Act defines *course or pattern of criminal activity* as two or more gang-related criminal offenses committed in whole or in part within Illinois when: (1) one or more of the offenses was committed after 1-25-13, (2) both offenses were committed within five years of each other; and (3) at least one offense involved a felony or forcible felony under the Ill. Criminal Code of 1961 or 2012. 740 ILCS 147/10. It also includes criminal defacement of property that includes a streetgang sign or symbol. Id. The determination as to what constitutes a *serious safety hazard* due to a *course or pattern of criminal activity* under 105 ILCS 5/29-3 is made by the board, in accordance with guidelines determined by local law enforcement, in consultation with the State Superintendent of Education. ISBE guidance on safety hazards due to criminal gang activity is available at: www.isbe.net/transportation.

[4] Required by 105 ILCS 5/29-3~~, amended by P.A. 100-1142~~. Another statute provides a process for *qualifying students* to seek reimbursement from ISBE for *qualified transportation expenses*. 105 ILCS 5/29-5.2; 23 Ill.Admin.Code §120.240. 23 Ill.Admin.Code §120.230 requires, among other things, that each attendance center designate a representative to assist parents/guardians with this process. This process does not need to be in board policy and is not covered herein.

[5] 34 C.F.R. §300.34 and 23 Ill.Admin.Code §226.750.

[6] 105 ILCS 5/29-3.2 and 5/29-4.

[7] 105 ILCS 45/, Education for Homeless Children Act. State law implements the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

~~P.A. 100-332 amended t~~The School Code and the Education for Homeless Children Act ~~to~~ permit school districts to use their State transportation funds to provide financial assistance to children that are defined as homeless or *at risk of becoming homeless*, provided certain criteria are satisfied. 105 ILCS 5/29-5, amended by P.A. 102-539; 105 ILCS 45/1-17. Financial assistance may include: (1) mortgage or rental assistance that will allow a child to remain permanently in his/her living situation or obtain a new living situation; and/or (2) assistance with unpaid bills, loans, or other financial debts that result in housing being inadequate. 105 ILCS 45/1-17(a). For further detail~~,~~ see 6:140-AP, *Education of Homeless Children*.

[8] Required if the district receives Title I funds. 20 U.S.C. §6312(c)(5)(B). The Elementary and Secondary Education Act (ESEA) requires the district to collaborate with the State or local child welfare agency to develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin (when in their best interest) will be provided, arranged, and funded for the duration of their time in foster care. ISBE guidance on transportation procedures for students in foster care is available at: www.isbe.net/Documents/Guidance_on_Foster_Care_Transportation_Procedures.pdf#search=guidance%20on%20transportation%20procedures%20for%20students. The U.S. Depts. of Education and Health and Human Services, in *Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care* (6-23-16) at: ~~www2.ed.gov/policy/elsec/leg/essa/edhhsfostercarenonregulatorguide.pdf~~ www.acf.hhs.gov/cb/policy-guidance/non-regulatory-guidance-ensuring-educational-stability-children-foster-care~~www.acf.hhs.gov/sites/default/files/documents/cb/ed_hhs_foster_care_guidance.pdf~~, opine that ESEA requirements apply to students who meet the definition of *foster care* set forth at 45 C.F.R. §1355.20(a):

> *Foster care* means 24-hour substitute care for children placed away from their parents or guardians and for whom the title IV-E agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, Tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

ESEA foster care transportation requirements also apply to students *awaiting* foster care placement.

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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. [9]

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible. [10]

No school employee may transport students in school or private vehicles unless authorized by the administration. [11]

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Ill.~~inois~~ Dep~~artmen~~t. of Transportation regulations.[12] 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.[13] The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving. [14]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

105 ILCS 5/10-20.59~~ added by, P.A.100-201~~, amended by P.A. 102-199, requires~~permits~~ school boards to, by the beginning of the 2022-2023 school year, 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. Dep~~artmen~~t. of Children and Family Services (DCFS) when enrolling in or changing schools. Liaison responsibilities may include, among other things, working with DCFS to help students maintain their school placement, if appropriate.

[9] This paragraph should be deleted if a district will not seek State reimbursement for transportation to and from locations other than individual students' residences. As a condition for receiving State reimbursement, an ISBE rule requires boards to have a policy with the provisions in this paragraph. 23 Ill.Admin.Code §120.30(a)(1)(B). This rule also contains the non-discrimination language.

[10] The paragraph is optional. As an alternative, a board may state that pick-up and discharge points "should be as safe and convenient as possible."

[11] Optional. This presents an opportunity for each board to discuss this issue with the superintendent and direct the superintendent to include it in the curriculum for the required in-service on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel. 105 ILCS 5/10-22.39. See 5:100, *Staff Development Program* (f/n 3), and 5:120, *Employee Ethics; Conduct; and Conflict of Interest* (f/n 2), for more detailed discussions. Include policies 5:100, *Staff Development Program*, and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, in the Cross References when this sentence is used.

[12] 625 ILCS 5/13-109. The vehicle and other requirements for transporting students to and from interscholastic or school-sponsored activities, including curriculum-related activities, are found in 105 ILCS 5/29-6.3 and 625 ILCS 5/11-1414.1. These statutes also contain requirements for the use of multi-function school activity buses (defined at 625 ILCS 5/1-148.3a-5). The legislature frequently amends these statutes, along with many transportation laws; they should be double-checked before relying on them.

[13] 625 ILCS 5/12-815. The statute, like the policy, identifies the conditions in which illuminating the strobe light is permissible instead of mandating when they must be illuminated.

[14] 625 ILCS 5/12-821(b) requires districts that own school buses and multifunction school activity buses to establish procedures for accepting comment calls and responding to them. In accordance with good governance principles, this duty is delegated to the superintendent. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments.*

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All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers. [15]

Pre-Trip and Post-Trip Vehicle Inspection [16]

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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[15] 105 ILCS 5/10-20.21a, requires all contracts for providing charter bus services to transport students to or from interscholastic athletic or interscholastic or school sponsored activities to contain clause (A) except that a contract with an out-of-state company may contain clause (B) or clause (A). The clause must be set forth in the contract's body in at least 12-point typeface and all upper case letters:

(A) "ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINTING CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY."

(B) "NOT ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINTING CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY."

[16] 625 ILCS 5/12-816(a) requires school districts to have a school bus pre- and post-trip inspection policy with the components as contained in this policy. See also 23 Ill.Admin.Code §1.510(i)(3) and 92 Ill.Admin.Code §458.1030. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments*. School districts that contract with a private sector school bus company must require the company to have a pre- and post-trip inspection policy that is equivalent to this section of the policy. 625 ILCS 5/12-816(b).

Each school bus must contain an operating two-way radio or cellular radio telecommunication device while the school bus driver is in possession of a school bus. 625 ILCS 5/12-813.1(e). "Cellular radio telecommunication device" means a device capable of sending or receiving telephone communications without an access line for service and which requires the operator to dial numbers manually; it does not include citizens band radios or citizens band radio hybrids. 625 ILCS 5/12-813.1(a). The two-way radio or cellular radio telecommunication device must be turned on and adjusted in a manner that would alert the driver of an incoming communication request. 625 ILCS 5/12-813.1(e). A school bus driver may not operate a school bus while using a cellular radio telecommunication device except in the following situations: (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician's office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) to communicate with school authorities about bus operation or the safety of a passenger on the bus; and (4) when the bus is parked. 625 ILCS 5/12-813.1(c). However under no circumstances may the cellular radio telecommunication device be used for anything else including personal use. 625 ILCS 5/12-813.1(c)(2).

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(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.

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; Conduct; and Conflict of Interest), 5:280 (~~Educational Support Personnel -~~ Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules), 4:110-E (Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless Children)

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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 has certified to the Illinois 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 services and vehicle adaptation is provided for a special education student if included in the students' individualized educational programs. 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 Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pickup 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 Illinois Department 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 erratic driving reports.

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.

CURRENT

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; Conduct; and Conflict of Interest), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules), 4:110-E1 (Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless Children)

ADOPTED: May 17, 2001

REVISED: February 21, 2020

CURRENT

Operational Services

Environmental Quality of Buildings and Grounds [1]

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. [2]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State and/or federal law control this policy's content and require districts to:

1. Have a procedure to comply with the Structural Pest Control Act (225 ILCS 235/) and the Lawn Care Products Application and Notice Act (415 ILCS 65/). See 4:160-AP, *Environmental Quality of Buildings and Grounds*.
2. Designate a staff person to be responsible for district compliance with the safety acts listed in #1 above. This policy designates the superintendent or designee.

Many State and federal laws regulate the environmental quality of schools. For example:

1. Several federal laws regulate asbestos as a hazardous substance, the most significant for schools being the Asbestos Hazard Emergency Response Act of 1986. 15 U.S.C. § 2641 et seq. The Asbestos Abatement Act, 105 ILCS 105/, requires schools to perform a variety of functions regarding asbestos. Federal and State regulations also require annual notice to parents and employees of the availability of the district's asbestos management plan. 40 C.F.R. §763.93(g)(4); 77 Ill.Admin.Code §855.300(a)(3). This can be inserted in student handbooks; the Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.
2. The Indoor Air Quality Act, 410 ILCS 87/. The Ill. Dept. of Public Health Guidelines for Indoor Air Quality are advisory, i.e., not enforceable. See www.idph.state.il.us/envhealth/factsheets/indoorairqualityguide_fs.htm.
~~2.~~3. The Smoke-Free Illinois Act, 410 ILCS 82/, bans tobacco smoking inside schools.
~~3.~~4. The Structural Pest Control Act, 225 ILCS 235/ requires the Ill. Dept. of Public Health to establish guidelines for an integrated pest management program for schools. See www.idph.state.il.us/envhealth/ipm/index.htm, or www.idph.state.il.us/envhealth/entpestfshts.htm.
~~4.~~5. Notices to employees and parents/guardians before pesticide applications are required by the Structural Pest Control Act.225 ILCS 235/10.3. The Lawn Care Products Application and Notice Act requires similar notices but only to parents/guardians. 415 ILCS 65/3.
~~5.~~6. The Green Cleaning School Act, 105 ILCS 140/, and Green Cleaning for Elementary and Secondary Schools, 23 Ill.Admin.Code Part 2800, contain guidelines for green cleaning. See policy 4:150, *Facility Management and Building Programs*.
~~6.~~7. The Green Buildings Act requires all new State-funded building construction and major renovation projects to meet specified environmental requirements. 20 ILCS 3130/. Waivers may be granted by the Capital Development Board in certain situations. Id.
~~7.~~8. The Ill. legislature recommended that each occupied school building be tested every five years for radon and provided a process for the screening in 105 ILCS 5/10-20.48.

Employers must provide all employees with an education and training program with respect to all toxic substances to which an employee is routinely exposed while working. 820 ILCS 255/16; 23 Ill.Admin.Code §1.330. However, this section and most of the Toxic Substances Disclosure to Employees Act (820 ILCS 255/) are **inoperative**; its implementing rules (56 Ill.Admin.Code Part 205) were repealed. Instead, the Ill. Dept. of Labor enforces the federal Occupational Safety and Health Administration Hazard Communication Standards at 29 C.F.R. §1910.1200. 820 ILCS 255/1.5. Thus, school districts must follow the federal disclosure and training requirements.

[2] A board persuaded by #8 in the above footnote may add the following option:

> If economically feasible, the Superintendent or designee shall manage the testing of each occupied school building for radon pursuant to Section 10-20.48 of the School Code.

A board may want to add the following option if it is concerned that employees who are eligible for district-paid hepatitis B vaccination are unaware of their eligibility:

> The Superintendent or designee shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

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Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours.[3] 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/. [4]

Coal Tar Sealant [5]

Beginning on 1-1-23, 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.

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[3] 415 ILCS 60/14 3.F., amended by P.A. 102-548. *Normal school hours* means Monday through Friday from 7 a.m. until 4 p.m., excluding days when classes are not in session. The statute prohibits restricted pesticide applications during *normal hours* but defines *normal school hours*. This policy uses normal school hours. *State Restricted Pesticide Use* is defined as any pesticide use which the Director (Ill. Dept. of Agriculture or his or her authorized representative) determines, subsequent to public hearing, that an additional restriction for that use is needed to prevent unreasonable adverse effects. Id. at 60/4 36.

[4] Different requirements pertain to the notices in the Structural Pest Control Act (225 ILCS 235/10.3) and the Lawn Care Products Application and Notice Act (415 ILCS 65/3(f)). Both require notice to parents/guardians. Notice to employees is only required by the Structural Pest Control Act. For the sake of simplicity, the sample policy requires notice to employees before pesticides are used. Notice at least four business days before application is required by Lawn Care Products Application and Notice Act; notice at least two business days is required by the Structural Pest Control Act; and the Illinois Pesticide Act (415 ILCS 60/14 3.F., amended by P.A. 102-548) makes it unlawful to apply a restricted use pesticide on or within 500 feet of school property during normal hours, except for whole structure fumigation, and if the pesticide application information listed on the pesticide label is more restrictive than the law, then the more restrictive provision applies.

If a registry is maintained, replace the last sentence with this alternative:

> The Superintendent or designee shall maintain a registry of employees and parents/guardians of students requesting notification before the application of pesticide(s) and notify those people as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Be sure the notice provisions in the policy and its implementing administrative procedure are consistent.

[5] 410 ILCS 170(a)(1)-(4), added by P.A. 102-242, eff. 1-1-23, requires schools to provide written or telephonic notification to employees and parents/guardians of students prior to any application of a coal tar-based sealant product or a high polycyclic aromatic hydrocarbon sealant product. Written notifications must: (1) be included in newsletters, bulletins, calendars, or other correspondence currently published by the district (this is the only prong of written notice that is permissive); (2) be given at least 10 business days before the application and should identify the intended date and location of the application of the coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant; (3) include the name and telephone contact number for the school or day care center (if the district has one) personnel responsible for the application; and (4) include any health hazards associated with coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, as provided by a corresponding safety data sheet.

Districts may want to include numbers (3) and (4) in their student handbooks. The IPA maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

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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 5/10-20.17a; 5/10-20.48.~~
105 ILCS 135/, Toxic Art Supplies in Schools Act.
105 ILCS 140/, Green Cleaning School 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)

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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. 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/.

LEGAL REF.: 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 5/10-20.17a; 5/10-20.48.
105 ILCS 135/, Toxic Art Supplies in Schools Act.
105 ILCS 140/, Green Cleaning School Act.
225 ILCS 235/ Structural Pest Control Act.
415 ILCS 65/ Lawn Care Products Application and Notice 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: May 17, 2001

REVISED: May 16, 2019

CURRENT

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors [1]

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:[2] (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,[3] and define prohibited grooming behaviors,[4] the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] Required by *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. Also infused into this policy are concepts from HB 1975 text, which did not pass in the first half of the 102nd Ill. General Assembly; however, its content (a) includes the results of collaboration to implement some of the recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff, and (b) provides helpful guidance for districts to implement P.A. 102-610 due to P.A. 102-610's vagueness. Three additional statutes address a district's responsibility to provide age-appropriate sexual abuse and assault awareness and prevention education programs:

1. 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act (requires districts to establish a Comprehensive Health Education Program that includes age-appropriate sexual abuse and assault awareness and prevention education in grades pre-K through 12) (see sample policy 6:60, *Curriculum Content*, and administrative procedure 6:60-AP1, *Comprehensive Health Education Program*);
2. 105 ILCS 5/27-9.1a(b), added by P.A. 102-552 (requires comprehensive personal health and safety and comprehensive sexual health education a/k/a National Sex Education Standards (NSES) to: (a) be age and developmentally appropriate, medically accurate, complete, culturally appropriate, inclusive, and trauma informed, (b) replicate evidence-based or evidence-informed programs or substantially incorporate elements of evidence-based programs or evidence-informed programs or characteristics of effective programs, (c) provide information about local resources where students can obtain additional information and confidential services related to sexual violence (including sexual abuse and assault), and (d) provide information about State laws related to mandated reporting of child abuse and neglect, and school policies addressing the prevention of and response to sexual violence) (see sample policy 6:60, *Curriculum Content*, and administrative procedure 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*); and
3. 105 ILCS 5/27-13.2 (addresses (a) written objections to sexual abuse prevention instruction and notice provisions (minimum five days) for students in grades K through 8, and (b) distribution by the Ill. State Board of Education (ISBE) and Ill. Dept. of Children and Family Services (DCFS) of information for districts to provide to their communities about this instruction) (see sample policy 6:60, *Curriculum Content*, and administrative procedure exhibit 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*).

[2] 105 ILCS 5/10-23.13, amended by P.A. 102-610, at (b)(1).

[3] Id. at (b).

[4] Id. at (b).

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a. An age-appropriate and evidence-informed health and safety education[5] curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities,[6] through policy 6:60, *Curriculum Content*; [7]

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,[8] and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District. [9]

2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include: [10]

a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;

b. Evidence-informed[11] content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;; and

c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.

3. Provide information to parents/guardians in student handbooks about the warning signs[12] of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes: [13]

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[5] Id. at (b)(1).

[6] Id. at (b)(4).

[7] 105 ILCS 5/10-23.13(b). See policy 6:60, *Curriculum Content*, and administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, for information on school board choices related to health and safety education, including sex education.

[8] Id. at (b)(2) and (3).

[9] Id. at (b)(5). See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*, for more information on Children's Advocacy Centers.

[10] Citations for each letter:
a. 105 ILCS 5/10-23.13(b).
b. Id. at (b), (b)(1.5), and (c).
c. Id. at (b) and (b)(1.5).

[11] Two Illinois laws address "evidence-informed." *Evidence-informed* per *Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with NSES at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation."

[12] 105 ILCS 5/10-23.13(b) and (b)(1); warning signs and *likely* warning signs are mentioned twice in the law. This policy uses likely in the purpose introduction. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

[13] This information is listed in 7:190-E2, *Student Handbook Checklist*. Citations for each letter:
a. 105 ILCS 5/10-23.13(b) and (b)(1).

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a. Assistance, referral, or resource information, including how to recognize grooming behaviors,[14] appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; 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 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. [15]

LEGAL REF.: 105 ILCS 5/10-23.13, 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 Sexual Harassment 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; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

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b. Id. at (b)(4) and (5).
c. Id. at (b).

[14] Providing information to parents/guardians about how to recognize grooming behaviors is not in *Erin's Law*; it only addresses informing parents/guardians about the methods for increasing their awareness and knowledge of grooming behaviors. 105 ILCS 5/10-23.13(b)(1). This policy requires the district to provide information to parents/guardians about how to recognize grooming behaviors to: (1) effect the purpose of *Erin's Law*, (2) align with the intent of the statutes cited in f/n 1, above (educating all students to recognize and avoid sexual abuse and assault), and (3) align with the notification requirements in 105 ILCS 5/27-13.2 (parents/guardians of K-8 students prior to commencing instruction in recognizing and avoiding sexual abuse (see f/n 15, below)).

[15] Required by 105 ILCS 5/27-13.2. See 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*. Delete for high school districts.

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Operational Services

Safety [1]

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.[2] 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; [3]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law requires a policy on several topics in this policy and otherwise controls this policy's content. Topics previously assigned to this code number were moved in May 2014 and placed in 4:100, *Insurance Management* and 4:175, *Convicted Child Sex Offender; Screening; Notifications.*

Grants may be available from the Ill. State Board of Education (ISBE) to support school security improvements, including professional development, safety-related upgrades to school buildings, equipment, and facilities. 105 ILCS 5/2-3.180, 2-3.18~~76~~, added by P.A. 101-413~~, eff. 1-1-20~~.

Based upon the recommendation of the Federal Commission on School Safety in 2018 (www2.ed.gov/documents/school-safety/school-safety-report.pdf), the U.S. Depts. of Homeland Security, Education, Justice, and Health and Human Services created a central school safety clearinghouse website at: www.schoolSafety.gov, to share actionable recommendations to help schools prevent, protect, mitigate, respond to, and recover from emergency situations. Topics include bullying/cyberbullying, student mental health, school climate, threat assessment, emergency planning, security, recovery, and drills.

[2] This simple end statement should be discussed and altered accordingly before board adoption. Ask: what effect or impact will this statement have on the students and the community?

[3] The term *emergency operations and crisis response plan* is used because federal agencies refer to school *emergency operations plans* and the School Safety Drill Act (105 ILCS 128/) refers to *emergency and crisis response plans*.

See administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*. This procedure follows the recommendations in the *Guide for Developing High-Quality School Emergency Operations Plans*, produced by a collaboration of federal agencies in June 2013 at: www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf . The *Guide* informs schools what they *need* to do, not *what* to do. It recommends a process for developing, implementing, and continually refining a school emergency operations plan as well as a discussion of its form, function, and content. See also *The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide*, at: https://rems.ed.gov/docs/District_Guide_508C.pdf.

ISBE maintains a comprehensive website on school emergency and crisis response planning in compliance with the School Safety Drill Act and Joint Rules of the Office of the State Fire Marshal and ISBE (29 Ill.Admin.Code Part 1500), at www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx. ISBE's website includes a *Sample School Emergency Operations Plan* which aligns with the federal *Guide for Developing High-Quality School Emergency Operations Plans*.

105 ILCS 128/45, added by P.A. 101-455, requires~~ds~~ school districts to implement a threat assessment procedure by 12-6-19, and to establish a threat assessment team by 2-19-20. The threat assessment procedure may be part of a board policy on targeted school violence prevention that includes the creation of a threat assessment team. For more discussion, see policy 4:190, *Targeted School Violence Prevention Program*.

105 ILCS 5/10-20.72~~69 (final citation pending)~~, added by P.A. 101-548, allows school districts to install a door security locking means on a door of a school building to prevent unwanted entry through the door only if the door security locking means is used: (1) by a trained school district employee; (2) during an emergency that threatens the health and safety of students and employees or during an active shooter drill; and (3) when local law enforcement officials and the local fire department have been notified of its installation prior to its use. Id.

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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;[4] 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. [5]

School Safety Drill Plan [6]

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

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[4] Required by 105 ILCS 128/20(b) and 105 ILCS 5/10-20.14(c) for all students. See 4:110-AP3, *School Bus Safety Rules*.

[5] 105 ILCS 5/10-20.28. Consider discussing with local law enforcement what its preference would be and encourage staff and students to follow the recommendation. A wave of 911 cell phone calls can jam phone lines. Student use of cell phones is addressed in 7:190, *Student Behavior*.

625 ILCS 5/12-610.1(e) prohibits wireless telephone use at any time while operating a motor vehicle on a roadway in a school speed zone except for: (1) highway construction or maintenance workers within their work zones; (2) any use for emergency purposes; (3) law enforcement officers or emergency responders performing their duties; (4) a person using a wireless telephone in voice-operated mode with or without use of a headset; (5) a person with technology that uses a single button to initiate or terminate a voice communication, e.g., *HandsFreeLink*®; and (6) a person using an electronic communication device solely to report an emergency and for continued communication with emergency personnel. 625 ILCS 5/12-813.1 limits cell phone use by school bus drivers; see policy 4:110, *Transportation*.

[6] Each of the listed drills is required by the School Safety Drill Act. Each drill's requirements are comprehensively covered in 4:170-AP1, *Comprehensive Safety and Security Plan*. For information about documenting minimum compliance with the School Safety Drill Act, see www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx.

105 ILCS 5/2-3.12(f) authorizes the Ill. State Fire Marshal or a qualified fire official to whom the Ill. State Fire Marshal has delegated his or her authority to conduct an annual fire safety inspection of each school building, provided the inspection is coordinated with the regional superintendent. See also 105 ILCS 5/3-14.21(c) and 23 Ill.Admin.Code §180.300(b). To effectively implement this law and ensure the education of students in the district is not disturbed, school officials should discuss with the Ill. State Fire Marshal and regional superintendent whether written notice may be provided to the principal requesting to schedule a mutually agreed upon time.

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personnel and students present at school at the time of the drill, except for those exempted by administrators, ~~or~~ school support personnel, or a parent/guardian. [7]

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). 29 Ill.Admin.Code Part 1500. [8]

Automated External Defibrillator (AED) [9]

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 automated external defibrillator (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.[10] 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.[11] This policy does not create an obligation to use an AED.

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[7] 105 ILCS 128/20(c), amended by P.A. ~~100-996~~102-395. While 105 ILCS 128/20(c) uses both *lockdown drill* and *walk-through lockdown drill*, the terms are synonymous. For brevity, this material uses the term *lockdown drill*. Schools must (1) notify parents/guardians in advance of any lockdown drill that involves student participation, and (2) allow parents/guardians to exempt their child(ren) from participating for any reason. For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it.

Law enforcement may only run an active shooter simulation, including simulated gun fire drills, on school days when students are not present. 105 ILCS 128/20(c)(5)-(8), added by P.A. 102-395.

[8] The School Safety Drill Act requires each school board or its designee to conduct one annual meeting at which it reviews each building's emergency and crisis response plan, protocols, and procedures, including procedures regarding the school district's threat assessment team, the efficacy and effects of law enforcement drills, and each building's compliance with the school safety drill plan. 105 ILCS 128/25, amended by P.A. 102-395~~101-455~~, and 128/30; 29 Ill.Admin.Code Part 1500. If the board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The statute contains detailed requirements. The board or its designee must: (1) complete a one-page report certifying that the review took place, among other things; (2) send a copy of the report to each participating party; and (3) send a copy of the report to the appropriate Regional Superintendent. 105 ILCS 128/25(c), (d). ISBE's website contains a suggested annual review checklist and a report form to document compliance at: www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx.

[9] Each indoor and outdoor physical fitness facility serving at least 100 individuals must "adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." 210 ILCS 74/10(a). The facility must file the plan with the Ill. Dept. of Public Health (IDPH). Id. In addition, each indoor facility must have at least one AED on the premises, and each outdoor facility must house an AED in a building, if any, that is within 300 feet of the outdoor facility. 210 ILCS 74/15. See the statute and administrative rules for the other numerous mandates: 210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act; 77 Ill.Admin.Code Part 527. Also see 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*.

[10] 77 Ill.Admin.Code §527.600(d), (f).

[11] 210 ILCS 74/15(c); 77 Ill.Admin.Code §527.700.

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Carbon Monoxide Alarms [12]

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 [13]

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 [14]

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.

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[12] 105 ILCS 5/10-20.57. *Carbon monoxide detector* and *detector* mean a device having a sensor that responds to carbon monoxide gas and that is connected to an alarm control unit and approved in accordance with rules adopted by the Ill. State Fire Marshal. 105 ILCS 5/10-20.57(a). *Approved carbon monoxide alarm* or *alarm* means a carbon monoxide alarm that complies with all the requirements of the rules and regulations of the Ill. State Fire Marshal, bears the label of a nationally recognized testing laboratory, and complies with the most recent standards of the Underwriters Laboratories or the Canadian Standard Association. 430 ILCS 135/5.

Consult both the board attorney and the local fire officials about whether a school building is exempt from this law. Remove this subhead if the board attorney determines that every building across the entire school district is exempt. The law applies to school buildings that have or are close to any *sources of carbon monoxide*; however, it does not specifically define what that means. 430 ILCS 135/20 defines exemptions for residential units and may provide guidance on the exemption for schools. The law also fails to define *carbon monoxide emitting device*, which triggers the placement point in a school building for a carbon monoxide alarm or carbon monoxide detector.

[13] Include this section **only if** the school district owns and controls a movable soccer goal Movable Soccer Goal Safety Act, a/k/a *Zach's Law*, 430 ILCS 145/. The Act requires: (1) organizations that own and control a movable soccer goal to create a soccer goal safety and education policy that outlines how the organization will specifically address the safety issues associated with movable soccer goals; and (2) the IDPH to provide technical assistance materials. 430 ILCS 145/10, 20. See www.dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety.

[14] This topic must be covered in board policy. 105 ILCS 5/10-21.3a. See also 20 U.S.C. §7912. ISBE maintains a list of persistently dangerous schools. Districts having only one school may substitute the following for this paragraph:

> The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Districts with each grade in only one attendance center may substitute the following for this paragraph:

> The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

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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 [15]

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.[16] The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings. [17]

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. [18]

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[15] 225 ILCS 320/35.5~~, amended by P.A. 100-103~~. Requires that each source of potable water in school buildings constructed on or before 1-1-00, which may be occupied by more than 10 children in grades pre-K through 5, be tested for lead. Testing for buildings constructed prior to 1-1-87 must have been conducted by 12-31-17. 225 ILCS 320/35.5(c)(4). Testing for buildings constructed between 1-2-87 and 1-1-00 must have been conducted by 12-31-18. Id. By 6-30-19, the IDPH was to determine whether it is necessary and appropriate to require testing for buildings constructed after 1-1-00~~; however, no determination was made as of the publication of **PRESS** Issue 102 (Oct. 2019)~~. 225 ILCS 320/35.5(d). IDPH recommends that all schools constructed in whole or in part from 1-2-00 through 1-4-14 test all sources of potable water for lead. See IDPH's recommendations at: www.isbe.net/Documents/Improving-Water-Quality-Illinois-Schools.pdf. For high school districts, delete this subhead if no lead testing occurs.

Boards may, by resolution, use excess taxes levied for fire prevention, safety, energy conservation, and school security purposes for sampling lead in drinking water in schools and for repair and mitigation due to lead levels in the drinking water supply. 105 ILCS 5/17-2.11(j)(1).

[16] 225 ILCS 320/35.5(e) requires the IDPH to post on its website guidance on mitigation actions for lead in drinking water, and ongoing water management practices, in schools. On 5-9-17, the IDPH posted *Mitigation Strategies for Lead Found in School Drinking Water* at: www.dph.illinois.gov/sites/default/files/publications/school-lead-mitigation-strategies-050917.pdf. **Note:** Page 2 of *Mitigation Strategies* states "IDPH is requiring the mitigation strategies and requirements contained in this guidance document to be followed for all plumbing fixtures identified with any level of lead," however the statute does not authorize the IDPH to impose such additional requirements.

[17] If any samples taken in the school exceed five parts per billion, a district must provide individual notification of sampling results, via written or electronic communication, to parents/guardians of all enrolled students that must include: (1) the corresponding sampling location within the school building; and (2) the U.S. Environmental Protection Agency's website for information about lead in drinking water at: www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water. 225 ILCS 320/35.5(c)(3). If any samples taken in the school are at or below five parts per billion, notification may be made in the same manner or by posting on the school's website. Id.

[18] When a school is closed or its starting time is delayed due to adverse weather conditions or a health or safety threat, the district may count a partial day of attendance as a full day for State aid purposes, provided: (1) at least one hour of instruction was provided or the normal start time was delayed; and (2) the superintendent provides the Regional Superintendent or the Suburban Cook County Intermediate Service Center, whichever is appropriate, with a written report in support of the partial day within 30 days. 105 ILCS 5/18-12~~, amended by P.A. 100-863~~.

105 ILCS 5/18-12.5 governs claiming State aid if a district closes one or more schools, but not all schools, during the public health emergency, as determined by ISBE in consultation with the IDPH.

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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~~, implemented by~~ 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), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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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 each academic year, each school building that houses school children must 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. Two bus evacuation drills.
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 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 or school support personnel.

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). 29 Ill. Admin. Code Part 1500.

School Bus Safety

Students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two (2) emergency evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher. Each bus driver shall report to the Superintendent the time, date, and place of each drill. The first

CURRENT

emergency bus evacuation drills will be held prior to September 15 and the second emergency bus evacuation drill will be held prior to April 15 of each school year.

Automated External Defibrillator (AED)

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 automated external defibrillator (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 moveable soccer goals by requiring that they be properly anchored.

General Personnel - Photo Identification

Employees will be issued a Photo ID that includes the employee's name and title. Employees are expected to wear their ID at all times when on school property, unless engaged in an activity in which the ID could be considered a safety hazard. The Photo ID must be returned to the immediate supervisor or designee immediately upon resignation, layoff or discharge.

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

CURRENT

IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

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, implemented by 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), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies).

ADOPTED: May 17, 2001

REVISED: March 21, 2019

CURRENT

Operational Services

Convicted Child Sex Offender; Screening; Notifications [1]

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: [2]

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 School 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 shall supervise a child sex offender whenever the offender is in a child's vicinity.[3] If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school. [4]

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[1] The topic covered by this policy was previously a part of 4:170, *Safety*.

[2] 720 ILCS 5/11-9.3 contains these requirements concerning a child sex offender's presence on school property. An Illinois federal court denied a father's request to enjoin a school's policy that prohibited him, as a child sex offender, from attending his children's school activities in Doe v. Paris Union Sch.~~ool~~ Dist., 2006 WL 44304 (C.D.Ill. 2006). See also 8:30, *Visitors to and Conduct on School Property*.

[3] 720 ILCS 5/11-9.3(a). The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent or designee to supervise a child sex offender whenever the offender is in a child's vicinity. See also 8:30, *Visitors to and Conduct on School Property*.

[4] Aside from rumor and notoriety, there are three ways that school officials may learn that an enrolled student is a sex offender or a violent offender against youth:

1. By being informed by the student or the student's parent/guardian.
2. Through the Ill. ~~Dept. of~~ State Police (ISP) Sex Offender Registry, www.isp.state.il.us/sor. A juvenile sex offender is listed there after the juvenile becomes 17 years old and will be listed for the remaining registration period. 730 ILCS 150/2. The database is updated daily and allows searching by name, city, county, zip code, compliance status, or any combination thereof.
3. By receiving notification from a law enforcement agency that a juvenile sex offender or juvenile violent offender against youth is enrolled in a school. The law enforcement agency having jurisdiction to register the juvenile must provide a copy of the offender registration form to the building principal and ~~guidance~~school counselor designated by the principal; the school must keep the registration form separately from the student's school records. 730 ILCS 152/121(b), amended by P.A. 102-197.

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Screening [5]

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. [6]

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

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If a sex offender is enrolled in a school, guidelines for managing the sex offender's presence in school should be prepared. The components will depend on the situation but generally should include asking the parent/guardian of a sex offender below the age of 17 years for permission to share the information with certain staff for the protection of both the student and other students. In addition, the guidelines should include a supervision plan providing supervision for the student during all aspects of his or her school day. Finally, the guidelines must respect the privacy of juvenile records and comply with the Ill. School Student Records Act (105 ILCS 10/). The board attorney should be consulted.

5 The law is silent with regard to *screening* volunteers and individuals in the proximity of a school. Screening and *fingerprint-based criminal history records checks* are different. See procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, for further distinctions.

The School Code requires school districts to perform a *fingerprint-based criminal history records check* through (a) the ISP for an individual's Criminal History Records Information (CHRI) and (b) the Federal Bureau of Investigation's national crime information databases. 105 ILCS 5/10-21.9(a), (a-5) and (a-6), amended by P.A. 101-531.

Screening only involves checking an individual's name and address against publicly-available databases and information provided for local law enforcement like the: (1) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the ISP, www.isp.state.il.us/cmvo/. Screening must be done for employment applicants and repeatedly at least once every five years that an individual remains employed by the district. 105 ILCS 5/10-21.9(a-5) and (a-6), amended by P.A. 101-531. See policy 5:30, *Hiring Process and Criteria*; procedure 5:30-AP2, *Investigations*; policy 6:250, *Community Resource Persons and Volunteers*; and procedure 6:250-AP, ~~*Securing and Screening*~~ *Resource Persons and/or School Volunteers; Screening*.

6 If permitted by federal or State law, when a fingerprint-based criminal history records check returns a *conviction* of a crime set forth in 105 ILCS 5/21B-80 or when a screening finds a *registration* for an individual licensed by the Ill. State Board of Education (ISBE), the superintendent or regional superintendent must notify the ISBE Superintendent in writing within 15 business days. 105 ILCS 5/10-21.9(e), amended by P.A.s 101-531 and 101-643. Contact the board attorney for guidance regarding disclosures permitted by federal or State law.

By comparison, when a fingerprint-based criminal history records check returns a *pending* criminal charge for an offense set forth in 105 ILCS 5/21B-80, the superintendent, regional office of education, or entity that provides background checks, must notify the ISBE Superintendent within 10 days. Id. 105 ILCS 5/10-21.9(e), amended by P.A. 101-643, does not state whether the notice requirement is *calendar* days or *business* days. Support for it being *business* days is found later in 105 ILCS 5/10-21.9(e), which requires that notice for *convictions* be provided within 15 business days. Additionally, while notice for *pending* criminal charges is not required to be "in writing," for ease of use, consistency in administration, alignment with the requirement to provide written notice for *convictions*, and best practices this sample text states the State Superintendent will also be notified of *pending* criminal charges in writing. Consult the board attorney for further guidance.

If an indicated report by the Ill. Dept. of Children and Family Services or by a child welfare agency of another jurisdiction is found, the board must consider the individual's status as a condition of student teaching or employment. 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531. The statute does bar an individual with an indicated finding from student teaching; however, that is the most logical interpretation.

When a criminal sexual offense is committed or alleged to have been committed by a district employee or contractor, law enforcement shall immediately transmit a copy of the criminal history record information relating to the investigation of the offense/alleged offense to the superintendent. This transmission will occur either upon the superintendent's request or, if the law enforcement agency knows the offender/alleged offender is employed by a district, automatically. 725 ILCS 191/15, added by P.A. 102-652. See 4:175-AP1, *Criminal Offender Notification Laws; Screening*.

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Violent Offender Against Youth Community Notification Law.[7] 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.[8] This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

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)

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[7] Sex Offender Community Notification Law, 730 ILCS 152/; Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-154/105. Law enforcement officials must notify school districts of the names, addresses, and offenses of registered offenders residing in their respective jurisdictions who have committed sex offenses and violent offenses against youth. 730 ILCS 152/120 and 154/95. These laws are silent with regard to what, if anything, districts do with the information. The Sex Offender Community Notification Law, however, provides immunity for "any person who provides or fails to provide information relevant to the procedures set forth in this Law." 730 ILCS 152/130.

Naming a contact person will facilitate communication and cooperation with local law enforcement agencies. Any school official may be used as the contact person, and boards may wish to have a contact person from each building. See administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, for implementing procedures.

Upon arrest after commencement of a prosecution for a sex offense against an individual known to be a school employee, the State's Attorney must provide the superintendent or school administrator of the employing school with a copy of the complaint, information, or indictment. 725 ILCS 5/111-1(e), added by P.A. 101-521.

[8] 730 ILCS 152/120(g) requires a principal or teacher to notify the parents/guardians during school registration or parent-teacher conferences that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. In an effort to keep this policy aligned with good governance practices, the responsibility is given to the superintendent and building principal to manage. While State law allows the notification to be made during registration or parent-teacher conferences, the sample policy makes a notification mandatory just during registration to be sure that all parents/guardians are informed.

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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, 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 the 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. 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. The notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

CURRENT

LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3.
730 ILCS 152/, Sex Offender Community Notification Law.
7 :30 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 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: January 19, 2017

CURRENT

General Personnel

Equal Employment Opportunity and Minority Recruitment [1]

The School District shall provide equal employment opportunities[2] to all persons regardless of their race; color; creed; religion;[3] national origin; sex;[4] sexual orientation;[5] age;[6] ancestry; marital status;[7]

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[1] Federal and State law (see the policy's Legal References) require that all districts have a policy on equal employment opportunities and control this policy's content. **This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific fact situations.**

[2] *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see the policy's Legal References). The Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment, whether *actual* or *perceived*: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, unfavorable discharge from military service, and citizenship status. 775 ILCS 5/1-102 and 5/1-103, amended by P.A. 101-221. The IHRA requires employers to annually disclose to the Ill. Dept. of Human Rights (IDHR) certain information about adverse judgments and administrative rulings where there was a finding of sexual harassment or unlawful discrimination under any federal, State, or local law, as well as data regarding settlement agreements, if requested by an IDHR investigator. 775 ILCS 5/2-108, added by P.A. 101-221, scheduled to be repealed on 1-1-30.

The Equal Employment Opportunities Act (EEOA, a/k/a Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's race, color, religion, sex, or national origin. 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009 (LLFPA), Pub.L. 111-2.

Under the Workplace Transparency Act (WTA) (820 ILCS 96/, added by P.A. 101-221), employers may not, as a condition of employment or continued employment, prevent prospective or current employees from making truthful statements or disclosures about alleged unlawful employment practices, including discrimination. Id. at 96/1-25.

The LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision; however, in a guidance document, the U.S. Equal Employment Opportunity Commission (EEOC) states that practices "may include employer decisions about base pay or wages, job classifications, career ladder or other noncompetitive promotion denials, tenure denials, and failure to respond to requests for raises." See *Equal Pay Act of 1963 and Lilly Ledbetter Fair Pay Act of 2009* (2014), at: www.eeoc.gov/laws/guidance/equal-pay-act-1963-and-lilly-ledbetter-fair-pay-act-2009.

The Ill. Equal Pay Act of 2003 (EPA) offers additional protection by prohibiting the payment of wages to one sex less than the opposite sex or to an African-American less than a non-African-American *for the same or substantially similar work*. 820 ILCS 112/, amended by P.A. ~~s 100-1140 and~~ 101-177. The Ill. Dept. of Labor (IDOL) enforces the EPA. The EPA also prohibits employers from requesting or requiring applicants to disclose wage or salary history as a condition of being considered for employment or as a condition of employment. Id. at 112/10(b-5), added by P.A. 101-177. If an applicant voluntarily offers such information without prompting, an employer still cannot use that information in making an offer or determining future pay. See administrative procedure 5:30-AP1, *Interview Questions*, for sample permissible inquiries on this topic. Employers may seek wage or salary history from an applicant's current or former employer if that information is a matter of public record under the Freedom of Information Act (FOIA); however, districts that wish to undertake such searches should exercise caution; the fact a district seeks out publicly available wage information could still be used against it in a pay discrimination claim. Id. at 112/10(b-10), added by P.A. 101-177. Consult the board attorney for further guidance.

While not exhaustive, other laws protecting these and additional classifications are named in subsequent footnotes.

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arrest record;[8] military status; order of protection status;[9] unfavorable military discharge;[10] citizenship status provided the individual is authorized to work in the United States;[11] work

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[3] 775 ILCS 5/2-102 of the IHRA, amended by P.A.s ~~100-100,~~ 100-588~~,~~ and 101-221, contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.

In addition to the IHRA and the federal EEOA (discussed in f/n 2), see 775 ILCS 35/, Religious Freedom Restoration Act.

[4] Discrimination on the basis of sex under the EEOA includes discrimination on the basis of sexual orientation or transgender status. Bostock v. Clayton Cnty., 140 S.Ct. 1731 (2020); Hively v. Ivy Tech, 853 F.3d 339 (7th Cir. 2017). In addition to the IHRA and the federal EEOA (discussed in f/n 2), see Title IX of the Education Amendments of 1972 (Title IX). 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106. See policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The federal Equal Pay Act prohibits an employer from paying persons of one sex less than the wage paid to persons of the opposite sex for equal work. 29 U.S.C. §206(d). See f/n 2 above for more information on State equal pay protections, including on the basis of sex. The LLFPA defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the IDOL. 820 ILCS 112/15(b).

[5] *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. 775 ILCS 5/1-103(O-1).

[6] Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621 et seq.), amended by LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the EEOC regulations under ADEA to reflect the U.S. Supreme Court's decision in General Dynamic Systems, Inc. v. Cline, 540 U.S. 581 (2004), holding the ADEA to permit employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

[7] 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed. 775 ILCS 5/1-103(J). This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. Boaden v. Dept. of Law Enforcement, 171 Ill.2d 230 (Ill. 1996).

[8] Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions provided specific conditions are met. 775 ILCS 5/2-103 and 5/2-103.1, added by P.A. 101-656. See f/n 18, below. The Job Opportunities for Qualified Applicants Act prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions, as permitted by the IHRA. 775 ILCS 5/2-103.1, added by P.A. 101-656; 820 ILCS 75/15. See also the IDHR's guidance, *Conviction Record Protection – Frequently Asked Questions*, at www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx and the EEOC's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions*, at: www.eeoc.gov/laws/guidance/arrest_conviction.cfm.

[9] 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *order of protection status* means a person protected under an order of protection issued pursuant to the Ill. Domestic Violence Act of 1986, Article 112A of the Code of Criminal Procedure of 1963, the Stalking No Contact Order Act, the Civil No Contact Order Act, or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5)~~, amended by P.A. 100-714~~.

[10] *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed Forces, or current member or veteran of the Ill. Army National Guard or Ill. Air National Guard. 775 ILCS 5/1-103(J-1). *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*. 775 ILCS 5/1-103(P). The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §4301 et seq.

[11] 775 ILCS 5/1-102(C). According to the Immigration Reform and Control Act of 1986, all employers must verify that employees are either U.S. citizens or authorized to work in the U.S. 8 U.S.C. §1324(a) et seq.

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authorization status;[12] use of lawful products while not at work;[13] being a victim of domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence;[14] genetic information;[15] physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;[16] pregnancy, childbirth, or related medical conditions;[17] credit history, unless a satisfactory credit history is an established bona fide

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[12] 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the IHRA, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233.

[13] The Right to Privacy in the Workplace Act prohibits discrimination based on use of lawful products, e.g., alcohol, cannabis, and tobacco, off premises during non-working hours. 820 ILCS 55/5, amended by P.A. 101-27.

[14] 820 ILCS 180/30, amended by P.A.s 101-221 and 102-487, Victims' Economic Security and Safety Act. *Gender violence* means: (1) one or more acts of violence or aggression that are a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5), added by P.A. 101-221. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence), or similar provision of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487.

An employer is prohibited from discriminating against any individual, e.g. an applicant for employment, because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. Section 21 requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of unlawful violence. 820 ILCS 275/21.

[15] Illinois' Genetic Information Privacy Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA~~, amended by P.A. 100-396,~~ prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See f/n 12 in policy 2:260, *Uniform Grievance Procedure*, for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. The EEOC vacated certain 2016 ADA and GINA wellness program regulations following an adverse court ruling. 83 Fed. Reg. 65296. Those rules provided guidance to employers on the extent to which they could use incentives (such as discounted health plan costs) to encourage employees to participate in wellness programs that asked for employee and family health information. Consult the board attorney for guidance regarding specific application of ADA and GINA and how they integrate with other related laws, e.g., the Family Medical Leave Act and other State laws governing time off for sickness and workers' compensation.

[16] Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 et seq.), amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (Pub. L. 110-325) and modified by the LLFPA; Rehabilitation Act of 1973 (29 U.S.C. §701 et seq.).

[17] 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy, childbirth, or related conditions. 775 ILCS 5/2-102(J). Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. 775 ILCS 5/2-102(K). The IDOL is required to prepare such a notice, retrievable from its website, which employers may use.

Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. 42 U.S.C. §2000e(k). State law also prohibits the State, which includes school districts, from interfering with or discriminating against an individual's fundamental right to continue a pregnancy or to have an abortion. 775 ILCS 55/, added by P.A. 101-13. Pregnant workers with pregnancy-related impairments may have disabilities for which they may be entitled to reasonable accommodation under the ADA. Guidance from the EEOC (6-25-15) is available at: www.eeoc.gov/laws/guidance/pregnancy_qa.cfm.

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occupational requirement of a particular position;[18] conviction record, unless authorized by law;[19] or other legally protected categories.[20] [21] [22] [23] No one will be penalized solely for his or her status as a

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[18] 820 ILCS 70/, Employee Credit Privacy Act. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at $2,500 or more.

[19] 775 ILCS 5/2-103.1(A), added by P.A. 101-656. The IHRA prohibits an employer from *disqualifying* or taking other *adverse action* against an applicant or employee based on a *conviction record* unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. Id. Disqualification or adverse action includes refusal to hire, segregation, and actions with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges, or conditions of employment. Id. If a board wants to terminate or take other adverse action against a *current* district employee based in whole or in part on a conviction record, it still must comply with all applicable statutory, policy, and bargaining agreement provisions. Boards should consult the board attorney to ensure all legal obligations are met.

Districts that wish to disqualify or take other adverse action against an applicant or employee based on a conviction record must first engage them in an *interactive assessment*, providing the individual with the opportunity to submit evidence in mitigation or to dispute the accuracy of the conviction record. See policy 5:30, *Hiring Process and Criteria*, at f/n 5, and administrative procedure 5:30-AP2, *Investigations*, for more information.

[20] Insert the following optional sentence (775 ILCS 5/1-103(A) and 29 U.S.C. §631):

Age, as used in this policy, means the age of a person who is at least 40 years old.

[21] Insert the following optional provision (29 U.S.C. §705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

Handicap and *disability*, as used in this policy, excludes persons:

1. Currently using illegal drugs;
2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
3. Whose current alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.

Persons who have successfully completed or are participating in a drug rehabilitation program are considered *disabled*.

[22] Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. Owen v. Kankakee Sch. Dist., 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

[23] School districts must accommodate mothers who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, ~~amended by P.A. 100-1003,~~ Nursing Mothers in the Workplace Act (NMWA); and 29 U.S.C. §207(r), Fair Labor Standards Act. At least one court has ruled an implied private right of action may exist under the NMWA. Spriesch v. City of Chicago, 2017 WL 4864913 (N.D.Ill. 2017). See sample language for a personnel handbook in 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

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registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/. [24]

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. [25]

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [26]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[24] 410 ILCS 130/40, amended by P.A. 101-363; 77 Ill.Admin.Code Part 946. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. Their *use* of cannabis, e.g. permissible locations, is governed by the Compassionate Use of Medical Cannabis Program Act. 410 ILCS 130/, amended by P.A.s 100-660 and 101-363. There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis except as provided under *Ashley's Law* (105 ILCS 5/22-33, added by P.A.s 100-660, and amended by P.A.s 101-363, and 101-370), including in a school bus or on the grounds of any preschool, or primary or secondary school. 410 ILCS 130/30(a)(2)(3), amended by P.A.~~s 100-660 and~~ 101-363. See policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, at f/n 9 for further discussion.

[25] 775 ILCS 5/6-101. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. Id. Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, the EEOA, Title IX, ADA, ADEA, Victims' Economic Security and Safety Act, the EPA, and the Ill. Whistleblower Act (IWA).

The IWA specifically prohibits employers from retaliating against employees for: (1) disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation (740 ILCS 174/15(b)); (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(a)); (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of FOIA (740 ILCS 174/20); and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include *other retaliation* and *threatening retaliation.* 740 ILCS 174/20.1, 20.2.

The Ill. False Claims Act defines *State* to include school districts. 740 ILCS 175/2(a). Thus, boards may seek a penalty from a person for making a false claim for money or property. 740 ILCS 175/4. For information regarding the IWA and the tort of retaliatory discharge, see Thomas v. Guardsmark, 487 F.3d 531 (7th Cir. 2007)(discussing the elements of retaliatory discharge and IWA); Sherman v. Kraft General Foods, Inc., 272 Ill.App.3d 833 (4th Dist. 1995)(finding employee who reported asbestos hazard had a cause of action for retaliatory discharge).

[26] The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~," insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

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The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. [27]

Nondiscrimination Coordinator: [28]

Name

Address

Email

Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email
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. [29]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[27] Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. Id. See f/n 19 in policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

[28] Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

[29] In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX and the Rehabilitation Act of 1973. 34 C.F.R. §§106.8(a), 104.8(a). The Nondiscrimination Coordinator may be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as a Complaint Manager for policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

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Minority Recruitment [30]

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-101, 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, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[30] All districts must have a policy on minority recruitment. 105 ILCS 5/10-20.7a. Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution's guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 et seq. (EEOC's guidelines for affirmative action plans); Wygant v. Jackson Bd. of Ed., 476 U.S. 267 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.).

The IHRA states that it shall not be construed as requiring any employer to give preferential treatment or special rights based on sexual orientation or to implement affirmative action policies or programs based on sexual orientation. 775 ILCS 5/1-101.1.

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

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General Personnel

Equal Employment Opportunity and Minority Recruitment

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

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

Administrative Implementation

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

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

Nondiscrimination Coordinator/Title IX Coordinator:

Dr. Adam Zehr,
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Complaint Managers:

Ms. Jessica Lombard,
Associate Superintendent
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6142
jlombard@district158.org

Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

CURRENT

Dr. Erika Schlichter,
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6139
eschlichter@district158.org

Dr. Rocio Del Castillo,
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158
rdelcastillo@district158.org

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 recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans With Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-102, 103, 103.1 and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CURRENT

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

ADOPTED: May 17, 2001

REVISED: September 16, 2021

CURRENT

General Personnel

Workplace Harassment Prohibited [1]

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[2], national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, 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*

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. Federal law requires districts to take action to prevent sexual harassment and to disseminate a policy regarding its prohibition of sex discrimination. 29 C.F.R. §1604.11(f); 34 C.F.R. §106.8(b). State law requires districts to establish a policy to prohibit sexual harassment. 5 ILCS 430/70-5(a), amended by P.A.~~s 100-554 and~~ 101-221. See f/n 3 below. Harassment based on a protected status is a form of discrimination that violates many State and federal laws (see the policy's Legal References).

Workplace harassment policies have typically focused on *sexual* harassment since it receives the most attention. However, the broad prohibitions against discrimination in State and federal civil rights laws will cover harassing conduct that is motivated by animus against any protected status. See Porter v. Erie Foods Int'~~ernationa~~l, Inc., 576 F.3d 629 (7th Cir. 2009) (recognizing a cause of action for race harassment). For a list of protected statuses, see sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. This policy prohibiting harassment has a separate section on sexual harassment because of the extensive statutory and case law regarding it.

Under the Ill. Human Rights Act (IHRA), harassment is unlawful if it has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. 775 ILCS 5/2-101(E-1), added by P.A. 101-221. *Working environment* is not limited to a physical location to which an employee is assigned. Id. Harassment is unlawful on the basis of the specifically-listed categories in this policy whether that status is *actual* or *perceived*. Id.

An employer is liable under Title VII of the Civil Rights Act of 1964 (Title VII) for an employee's harassment of a co-worker if the employer was negligent with respect to the offensive behavior by, for example, failing to take remedial action when it knew or should have known about the harassment. 42 U.S.C. §2000e et seq. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A), amended by P.A. 101-221. However, when the perpetrator is the victim's supervisor, the employer will be vicariously liable for the supervisor's actions. Lack of knowledge of a supervisor's misconduct is no defense. Burlington Indus.~~tries~~ v. Ellerth, 524 U.S. 742 (1998); Faragher v. City of Boca Raton, 524 U.S. 775 (1998). A *supervisor* is someone who has the authority to demote, discharge, or take other negative job action against the victim. Vance v. Ball State Univ.~~ersity~~, 133 S.Ct. 2434 (2013). Note that the IHRA~~,~~ (775 ILCS 5/2-102(D)) imposes strict liability on the employer when an employee has been sexually harassed by supervisory personnel regardless of whether the harasser has any authority over the complainant. Sangamon C~~ou~~nty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009). Additionally, under the IHRA, an employer is liable for the harassment of *nonemployees* by nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221. Nonemployees are those who are directly performing services for an employer pursuant to a contract, such as contractors or consultants. Id.

Not all harassing conduct is unlawful discrimination, even if it is disruptive and hurtful. If a board wants to include language in this policy prohibiting employees from engaging in intimidating or offensive conduct that is *not* a civil rights violation, it should consult the board attorney.

[2] Section 2-102 of the IHRA~~, amended by P.A. 100-100,~~ contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.

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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 Sexual Harassment Grievance Procedure;* 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 [3]

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. [4]

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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[3] The IHRA (775 ILCS 5/2-102(D)) provides that sexual harassment is a civil rights violation:

> For any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, for the definition of Title IX sexual harassment (20 U.S.C. §1681 et seq.), and see f/n 3 of it for examples of employee sexual harassment that may violate Title IX. Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the district's educational program or activity. This includes applicants for employment, students, parents/guardians, any employee, and third parties. Districts are liable for Title IX sexual harassment when *any* district employee has *actual knowledge* of sexual harassment or allegations of sexual harassment against anyone in the district (except when the only employee with knowledge is the perpetrator of the alleged sexual harassment). 34 C.F.R. §106.30.

The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/70-5(a), amended by P.A.~~s 100-554 and~~ 101-221) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

The policy must include, at a minimum: (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 (IDHR); (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (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 an elected official of the governmental unit by another elected official of a governmental unit. 5 ILCS 430/70-5(a), amended by P.A.~~s 100-554 and~~ 101-221. Sample policy 2:105, *Ethics and Gift Ban*, covers item (5) of this list.

[4] 775 ILCS 5/2-109, added by P.A. 101-221. See sample policy 5:100, *Staff Development Program*, at f/n 4. Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment. Id. at 5/2-109(B), added by P.A. 101-221. For IDHR's online model program, see its *Model Sexual Harassment Prevention Training Program* page at: https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx. Employers that fail to comply with this training requirement may face financial penalties. Id. Training on other types of workplace harassment is not required by law; however it is best practice.

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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.[5] 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*[6] (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.

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 [7]

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, and/or a Complaint Manager. [8]

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.

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[5] This definition is from State and federal law. 775 ILCS 5/2-101(E) and 29 C.F.R. §1604.11. *Working environment* is not limited to a physical location to which an employee is assigned. 775 ILCS 5/2-101(E), amended by P.A. 101-221. The harassing conduct must be severe or pervasive so as to alter the conditions of the employee's work environment by creating a hostile or abusive situation. Williams v. Waste Manage~~ma~~ment~~en~~t., 361 F.3d 1021 (7th Cir. 2004). The surrounding circumstances, expectations, and relationships will distinguish between teasing or rough-housing and conduct that a reasonable person would find severely hostile or abusive. In addition, while same-sex gender harassment claims are actionable, the victim must show that s/he suffered disadvantageous employment conditions to which members of the other sex were not exposed. Oncale v. Sundowner Offshore Serv~~ice~~s., 523 U.S. 75 (1998).

[6] 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221. See also f/n 1, above, for discussion regarding nonemployees.

[7] While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

[8] 5 ILCS 430/70-5(a)~~, amended by P.A. 100-554,~~ requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines ethics officers as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer. Note also that the IDHR has established a Sexual Harassment Hotline Call Center and website to help the public find resources and assistance for the filing of sexual harassment complaints. The hotline can be reached Monday through Friday with the exception of State holidays, between the hours of 8:30 a.m. and 5:00 p.m., at 1-877-236-7703. See www2.illinois.gov/sites/sexualharassment/Pages/default.aspx. All communications received by the IDHR are exempt from disclosure under the Freedom of Information Act (FOIA).

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The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [9]

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email
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 or a Complaint Manager.[10] 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 Nondiscrimination Coordinator or

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[9] Title IX regulations require districts to identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~," and supplement the previous sentence to state "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." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

[10] If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "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."

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designee[11] shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*,[12] 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 [13]

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 policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement [14]

A violation of this policy by an employee may result in discipline, up to and including discharge.[15] A violation of this policy by a third party will be addressed in accordance with the authority of the Board

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[11] "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "~~Nondiscrimination~~" and insert "Title IX" in its place.

[12] See administrative procedure 5:120-AP2, *Employee Conduct Standards* and its exhibit 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*.

[13] Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85 ~~(final citation pending)~~, added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*.

[14] See Berry v. Delta Airlines, 260 F.3d 803, 811 (7th Cir. 2001) ("If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.")

In addition to violating other civil rights laws, a school district violates the *public accommodations* article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2.

[15] 5 ILCS 430/70-5(a)~~, amended by P.A. 100-554~~ (consequences of a violation of the prohibition on sexual harassment). When discharge is the penalty, examine 50 ILCS 205/3c~~, added by P.A. 100-1040~~. It 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 IHRA or Title VII. Id. Additionally, under the Workplace Transparency Act (WTA), employers may not require confidentiality clauses in settlement or termination agreements involving alleged unlawful employment practices under federal or State civil rights laws, except under specific conditions. 820 ILCS 96/1-30, added by P.A. 101-221.

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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 harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge. [16]

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 policy 2:260, *Uniform Grievance Procedure*), 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 the Ill. Human Rights Act (775 ILCS 5/). [17]

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.

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 [18]

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

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Prior to the passage of 50 ILCS 205/3c~~, added by P.A. 100-1040,~~ and the WTA, members of the public could already access copies of severance agreements between school districts and their former employees under FOIA. The Ill. Atty. Gen. Public Access Counselor (PAC) directed a public body to release a settlement agreement that arose out of claims of sexual harassment. PAO 14-4. The PAC noted that the public body could not withhold the entire settlement agreement under 5 ILCS 140/7(1)(c), which exempts personal information that would constitute a clearly unwarranted invasion of privacy. Instead, it could redact personal information from the agreement, such as the complainants' names in order to protect their privacy. Id. However, data regarding settlement agreements involving allegations of sexual harassment or other unlawful discrimination that an employer must report to IDHR under 775 ILCS 5/2-108 is categorically exempt from FOIA. 5 ILCS 140/7.5(oo), added by P.A. 101-221. See f/n 6 in sample policy 2:260, *Uniform Grievance Procedure*, for more discussion about reconciling 50 ILCS 205/3c~~, added by P.A. 100-1040,~~ with another new law, the Government Severance Pay Act (GSPA) (5 ILCS 415/10(a)(1)~~, added by P.A. 100-895~~), which prohibits school district employees with contract provisions for severance pay to receive any severance pay if they are fired for *misconduct* by the board.

16 5 ILCS 430/70-5(a)~~, amended by P.A. 100-554~~ (consequences for knowingly making a false report of sexual harassment).

17 Id. (prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/)).

Crawford v. Metro. Gov't of Nashville & Davidson C~~o~~unty., 555 U.S. 271 (2009) (holding the anti-retaliation provision in EEOA protects an employee who spoke out about harassment, not only on his or her own initiative, but also in answering questions during an employer's internal investigation).

18 5 ILCS 430/70-5(a)~~, amended by P.A. 100-554,~~ (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the IDHR). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts. 5 ILCS 430/1. School districts must also annually disclose to IDHR certain data about *adverse judgment or administrative rulings* made against them where there was a finding of sexual harassment or unlawful discrimination under federal, State, or local laws. 775 ILCS 5/2-108, added by P.A. 101-221. See IDHR's *FAQ for Employers under Section 5/2-108* and *Form IDHR 2-108*, at: www2.illinois.gov/dhr/Pages/default.aspx.

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policy available in the District's administrative office, and including this policy in the appropriate handbooks. [19]

LEGAL REF.: ~~Title VII of the Civil Rights Act of 1964,~~ 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
~~Title IX of the Education Amendments of 1972,~~ 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
~~State Officials and Employees Ethics Act,~~ 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
~~Ill. Human Rights 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.
Burlington Indus.~~tries~~ v. Ellerth, 524 U.S. 742 (1998).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).
Crawford v. Metro. Gov't of Nashville & Davidson C~~oun~~ty., 555 U.S. 271 (2009).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Oncale v. Sundowner Offshore Serv~~ice~~s., 523 U.S. 75 (1998).
Porter v. Erie Foods Int~~ernational~~, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon C~~ou~~nty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).
Vance v. Ball State Univ.~~ersity~~, 133 S. Ct. 2434 (2013).
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

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[19] A district must notify employees of the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX. 34 C.F.R. §106.8. The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well.

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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, disability, pregnancy, marital status, 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 Sexual Harassment Grievance Procedure*; 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 which 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.

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, and/or a Complaint Manager.

CURRENT

Employees 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 and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator/Title IX Coordinator:

Dr. Adam Zehr,
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Complaint Managers:

Ms. Jessica Lombard,
Associate Superintendent
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6142
jlombard@district158.org

Dr. Erika Schlichter,
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6139
eschlichter@district158.org

Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

Dr. Rocio Del Castillo,
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158
rdelcastillo@district158.org

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint 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 Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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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 policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or 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, i.e., vendor, parent, 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 policy 2:260, *Uniform Grievance Procedure)*, 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 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.

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.

CURRENT

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.; 29 C.F.R. §1604.11.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106.
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
Ill. Human Rights 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 5/25-102.2.
56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Oncale v. Sundowner Offshore Services, 523 U.S. 57 (1998).
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill. 2d 125 (Ill. 2009).
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

General Personnel

Hiring Process and Criteria [1]

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment.[2] The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board.[3] If the Superintendent's recommendation is rejected, the Superintendent must submit another.[4] No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c). [5]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. This policy contains an item on which impact bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

[2] See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a *male* or *female* job. 29 C.F.R. §1604.5, 34 C.F.R. §106.55.

[3] Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees." 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.

Subject to an applicable collective bargaining agreement in effect on 6-13-11, a board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience, provided that the length of continuing service with the district must not be considered a factor, unless all other factors are determined by the school district to be equal. 105 ILCS 5/24-1.5. The statute does not define "new or vacant teaching positions." The requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force and recall). Consult the board attorney about these issues.

[4] An additional optional sentence follows:

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

[5] 775 ILCS 5/2-103.1, added by P.A. 101-656, prohibits employers from using conviction records as a basis to refuse to hire or to take any adverse action against an applicant or employee unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. For the disqualifying offenses listed in 105 ILCS 5/21B-80, amended by P.A. 102-552, a district does not have to show a *substantial relationship* between the offense and the position or that hiring or continuing to employ the person would involve an unreasonable risk. However, the Ill. Dept. of Human Rights (IDHR) interprets the Ill. Human Rights Act (IHRA) to still require the employer to notify the applicant of the disqualification pursuant to law and to afford the applicant at least five business days to respond in case the applicant wants to dispute the accuracy of the conviction record. Id. at 5/2-103.1(C). See IDHR's *Conviction Record Protection – Frequently Asked Questions* (March 2021), at:

www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx.

Attorneys have different opinions as to whether the IHRA requires the *interactive assessment* outlined in 775 ILCS 5/2-103.1(c), which includes preliminary and final notices, when a disqualifying offense listed in 105 ILCS 5/21B-80 is found in a conviction record; **consult the board attorney for guidance on this issue**. See administrative procedure 5:30-AP2, *Investigations*, and its footnotes for more detail regarding the IHRA notice ~~requirements~~provisions and the need for districts to also comply with the seven-day notification requirement in the Ill. Uniform Conviction Information Act, 20 ILCS 2635/7.

Note: The protections of 775 ILCS 5/2-103.1 do not cover *unpaid interns*, which may include student teachers in the K-12 context. The definition of *employee* in the IHRA only extends to include unpaid interns for civil rights violations involving sexual harassment. 775 ILCS 5/2-101(A)(1)(c) and 5/2-102(D).

105 ILCS 5/10-21.9(c), amended by P.A. 101-531; 105 ILCS 5/21B-80, amended by P.A.s 101-531 and 102-552, allows individuals with criminal histories involving certain drug convictions to apply for or to reinstate their educator licenses seven years after their sentence for the criminal offense is completed. Consult the board attorney about whether the board wants to continue prohibiting employment for any individual who has a criminal history involving these exempted drug offenses.

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All applicants must complete a District application in order to be considered for employment. [6]

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. [7]

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. [8]

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For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s 101-531, ~~and~~ 101-643, and 102-552, see f/ns 5 and 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

6 Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor. 105 ILCS 5/22-6.5. District employment applications must contain a statement to this effect. Id. Each employment application for these positions must state the following (Id.):

> Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

Many districts ask applicants about disqualifying criminal convictions on their employment applications or at another point before a job offer is made. State law does not expressly prohibit this practice; however, guidance issued by IDHR regarding implementation of 775 ILCS 5/1-103(G-5) and 5/2-103.1, added by P.A. 101-656, states "[u]nless authorized by law, an employer is prohibited from inquiring about an applicant's conviction record prior to making a job offer to the applicant." See IDHR's *Conviction Record Protection – Frequently Asked Questions* guidance issued by IDHR (March 2021), at:

www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx.

While the School Code and Job Opportunities for Qualified Applicant Act do not prohibit districts from asking about disqualifying convictions before a job offer is made, it is unclear whether they affirmatively *authorize* such inquiries. The IDHR's guidance does not carry the force of law, but may impact its handling of a discrimination charge based on a conviction record. It is also unclear if an applicant's mere disclosure of a disqualifying conviction on an application, absent results of a fingerprint-based criminal history records check, Ill. Sex Offender Registry check, or Violent Offender Against Youth Registry check, triggers the district's obligation to provide notice to the applicant under 775 ILCS 5/2-103.1(C); see also f/n 5, above. Consult the board attorney for advice on these issues and how they may affect application processes.

Any employer that asks applicants to record video interviews and uses an artificial intelligence analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260.

7 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. 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/.

See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract.

8 Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes. 105 ILCS 5/24-12(b), amended by P.A. 101-643. A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities.

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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.[9] 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.[10] 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.[11] 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, ~~or for purposes of clarifying the information,~~ the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers'

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A job description is evidence of a position's *essential functions*. 29 C.F.R. §1630.2(n). The Americans with Disabilities Act (ADA) protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job. 42 U.S.C. §12101 et seq., amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325. Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities. 29 C.F.R. §1630.2(m). For a definition of essential functions see Id. at 1630.2(n). Whether a particular function is essential is a factual determination.

Important: The ADAAA made significant changes to the ADA's definition of disability that broadened the scope of coverage and overturned a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a qualifying disability. There is information about the regulations and a link to them at: www.eeoc.gov/laws/regulations/adaaa_fact_sheet.cfm. Consult the board attorney regarding how these amendments impact the district's hiring processes.

[9] The policy's requirements on criminal records checks for applicants for employment are mandated by 105 ILCS 5/10-21.9, amended by P.A.s 101-72, 101-531, ~~and~~ 101-643, and 102-552. See administrative procedure 5:30-AP2, *Investigations*, for the process, timing, and positions requiring criminal background investigation and what steps a district must take if it wants to disqualify an applicant based on a conviction record. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: www.isp.state.il.us/sor. The Statewide Murderer and Violent Offender Against Youth Database is available at: www.isp.state.il.us/cmvo/. For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643, see f/n 5 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*. See policy 4:60, *Purchases and Contracts*, for requirements concerning criminal background checks of employees of contractors who have *direct, daily contact* with students.

[10] Id. If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A.s 101-72, 101-531, ~~and~~ 101-643, and 102-552, including the federal *Rap Back Service* (20 ILCS 2630/3.3~~, added by P.A. 100-718~~) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.), consult the board attorney. For more detailed information, see the laws listed in sample exhibit 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, under the checklist item entitled **Conditions of Employment**, in the **Other Background Check Laws** row.

[11] 105 ILCS 5/10-21.9(b), amended by P.A.s 101-72 and 101-531, and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b), amended by P.A.s 101-72 and 101-531. Those individuals include the board president, the superintendent or designee, regional superintendent (if the check was requested by the district), state superintendent of education, state Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the Ill. Dept. of State Police and/or Statewide Sex Offender Registry.

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Retirement System of the State of Illinois when required by law.[12] 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. [13]

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[14] 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. [15]

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: [16]

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. [17]

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[12] Id. at 5/10-21.9(b), amended by P.A.s 101-72 and 101-531, and 105 ILCS 5/21B-85, amended by P.A. 102-552. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department.

105 ILCS 5/21B-85, amended by P.A. 102-552, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS) when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. Id.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

For more discussion regarding responses to results obtained by criminal history records checks and screenings as required by 105 ILCS 5/10-21.9(e), amended by P.A.s 101-531 and 101-643, see f/n 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

[13] Immigration Reform and Control Act, 8 U.S.C. §1324a et seq. Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program. 820 ILCS 55/12. This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See f/n 2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

[14] See f/n 5, above.

[15] 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531. See f/n 6 in 4:175, *Convicted Child Sex Offender; Screening; Notifications*, for further discussion.

[16] As an alternative to describing the prohibited investigations, a board may substitute this sentence:

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: "The ~~Superintendent shall ensure that the~~ District does not engage … ."

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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. [18]

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. [19]

4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment. [20]

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. [21]

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. [22]

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. [23]

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[17] Employee Credit Privacy Act, 820 ILCS 70/10. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at $2,500 or more.

[18] 820 ILCS 112/10(b-5), added by P.A. 101-177. If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to $10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177.

[19] Id.

[20] Id.

[21] 820 ILCS 112/10(b-10), added by P.A. 101-177. **Note:** Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to $10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177.

A school board that wishes to preserve these exceptions should consult its board attorney; then they may supplement number 5 by adding the following after "compensation":

unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer.

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

[23] Id. at 55/10(b)(6)(B) (commonly known as the *Facebook Password Law*). A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. Id. at 55/10(b)(5). Bracketed explanations follow the statutory language:

"Nothing in this subsection shall prohibit or restrict an employer from complying with a duty to screen employees or applicants prior to hiring…provided that the password, account information, or access sought by the employer only relates to an online account that:

(A) an employer supplies or pays; or

(B) an employee creates or maintains on behalf of under the direction of an employer in connection with that employee's employment."

[Based on this explanation, it is implausible that an applicant would have an account, service, or profile for business purposes of a school employer.]

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8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations [24]

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.[25] The Board will pay the expenses of any such examination.

Orientation Program

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*.

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The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does *not prohibit* an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to all types of personal technology that employees may use to communicate with students or other individuals, such as text messages on a personal phone. Consult the board attorney about these issues.

[24] 105 ILCS 5/24-5, amended by P.A.~~s 100-513, 100-855, and~~ 101-81. According to this statute, a new or existing employee or substitute teacher employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health (IDPH) or by order of a local public health official. The ~~Ill. Dept. of Public Health~~IDPH does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3).

The last sentence of the first paragraph exceeds State law requirements and may be deleted.

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

Federal law limits pre-employment medical inquiries to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden. ~~American with Disabilities Act (~~ADA~~)~~, 42 U.S.C. §12112(d)(2); see also f/n 8 for an explanation regarding the ADAAA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer.

[25] The State law (105 ILCS 5/24-5, amended by P.A.~~s 100-513, 100-855, and~~ 101-81) allowing boards to require physicals of current employees "from time to time," is been superseded by the ADA. 42 U.S.C. §12112(d)(4). The ADA 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. Id. 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 f/n 8 for an explanation regarding the ADAAA.

See f/n 24 for a discussion of examinations by spiritual leaders/practitioners.

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LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
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, ~~5/10-22.34, 5/10-22.34b,~~ 5/22-6.5, 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.
~~Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.~~
~~Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.~~
~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~
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), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

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General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. 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, or any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database. 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.

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.

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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 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.*

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.

Drug Testing

The District is a drug-free workplace as provided in policy 5:50, *Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition.* Upon receipt of a contingent offer of employment, applicants must complete pre-employment drug testing which shows no positive result of cannabis, illegal drugs, or alcohol. Applicants to whom a contingent offer is made whose pre-employment drug test returns positive for illegal drugs or alcohol will be ineligible for employment and will have their contingent offer of employment revoked.

Applicants to whom a contingent offer is made whose pre-employment drug test returns positive for cannabis may be ineligible for employment and are subject to having their contingent offer of employment revoked. Applicants who test positive for cannabis will be afforded a reasonable opportunity to explain a positive result for cannabis. The District has sole discretion in determining whether to revoke the contingent offer of employment.

No applicant will be tested under this policy without his or her consent. However, the failure or refusal of any applicant for employment to consent to such testing will be treated as a failure to complete the application process, precluding any consideration of the applicant for employment.

CURRENT

Cannabis means marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plan; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination.

Orientation Program

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.: 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, 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.
410 ILCS 705/10-50, Cannabis Regulation and Tax Act.
820 ILCS 112/10(b-5), Equal Pay Act.
Americans With Disabilities Act, 42 U.S.C. § 12112, and 29 C.F.R. Part 1630.
Fair Credit Reporting Act, 15 U.S.C. §1681 et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
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), 5:50 (Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED: May 17, 2001

REVISED: September 16, 2021

CURRENT

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition [1]

All District workplaces are drug- and alcohol-free workplaces. [2]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. The Right to Privacy in the Workplace Act (RPWA) allows employers to regulate employees' use of lawful products that impair an employee's ability to perform his or her assigned duties. 820 ILCS 55/5(b), amended by P.A. 101-27. The Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/10-35(a)(8), amended by P.A. 101-593, allows penalties issued by employers of law enforcement officers for consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances while on or off-duty to be collectively bargained; districts that employ school resource officers should consult their board attorneys about this provision of the CRTA.

The federal Drug-Free Workplace Act applies only to the specific programs receiving federal funds. 41 U.S.C. §8101 et seq. For ease of administration, this policy makes its requirements applicable to all employees to avoid confusion during implementation and to avoid complications when obtaining and maintaining federal funds. The CRTA, 410 ILCS 705/, added by P.A. 101-27 and amended by P.A. 101-593, legalized cannabis, but it remains a *Schedule I* (c)(17) controlled substance under federal law, meaning that it has no currently accepted medical use in addition to a high potential for abuse. 21 U.S.C.A. §812 (exempting hemp as defined at 7 U.S.C.A.§1639o). 41 U.S.C. §§8101, 8102 and 8103. While not law, in June 2019, the U.S. House of Representatives, in a voice vote, voted in favor of an amendment to H.R. 3055, which was introduced by Reps. Earl Blumenauer (D-OR), Tom McClintock (R-CA), and Eleanor Holmes Norton (D-D.C.), prohibiting the U.S. Dept. of Justice (DOJ) from interfering with a state's decision to implement laws governing the legalization of cannabis (recreational and medicinal). This marked the first time that either branch of the U.S. Congress has voted to protect state recreational cannabis laws from federal enforcement actions. If the amendment becomes law, it would block the DOJ from using funds to intervene in state and territory cannabis legalization laws. This policy continues to prohibit employees from using cannabis as allowed by the CRTA. See f/n 9, below.

The federal Safe and Drug-Free Schools and Communities Act provides funds, upon application, for drug and violence prevention programs; it does not contain policy mandates. Illinois also has a Drug Free Workplace Act (30 ILCS 580/) that applies to districts with 25 or more employees working under a state contract or a grant of $5,000 or more.

[2] Replace this sentence with the district's drug- and alcohol- free policy goal(s), if any.

With the passage of the CRTA, 410 ILCS 705/, added by P.A. 101-27 and amended by P.A. 101-593, each board and superintendent may wish to engage in a risk-management conversation about the district's drug- and alcohol-–free policy enforcement and discipline goals. Enforcement and discipline goals depend upon a board's risk-level tolerance and community expectations. Risk-level-tolerance decisions will depend upon many factors, including, but not limited to: (1) the board attorney's recommendations, (2) the district's budget parameters, if any, for reasonable suspicion training on identification of symptoms of impairment and/or being under the influence, (3) drug testing, and (4) the community's expectations. Answers to the following questions might structure this risk-management conversation:

1. Does the board want to implement a reasonable suspicion program (or any other type of *just cause* provisions in an applicable collective bargaining agreement) to identify employees suspected of being impaired and/or under the influence to enhance its ability to discipline?
2. Does the board want the superintendent to secure training for designated district employees to educate them to identify symptoms of impairment or being under the influence of the substances prohibited in this policy?
3. How does the board want to address employees in positions of leadership, e.g., the superintendent and/or building principal(s), who are perpetually on call due to the nature of their positions and responsibilities (see f/n 3, below)?
4. How will the district manage its duty to educate students about the dangers of drugs and alcohol against the reality that employees are allowed to use lawful products off-duty and off the district's premises (820 ILCS 55/5(b), amended by P.A. 101-27)?
5. Will licensed educators be held to a higher standard than non-licensed employees due to their professional code of conduct expectations?

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All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call*[3] for the District: [4]

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance. [5]

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. [6]

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.[7] The District considers

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6. Will employees working directly with students be held to a higher standard than employees not working directly with students?

3 An employee is *on call* when the employer schedules him or her with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the employer's location or another previously-designated location. 820 ILCS 55/5, amended by P.A. 101-27. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc.

For boards that do not want this text, delete ~~or being *on call*~~.

4 To align with best practices for identifying and subsequently initiating discipline of employees for violating this policy (especially with the passage of the CRTA) and any possible collective bargaining agreement provisions, the superintendent may want to convene the **Employee Substance Abuse Prevention Committee** (see 2:150-AP, *Superintendent Committees*).

5 These actions are prohibited by both federal (41 U.S.C.A. §§8101, 8102 and 8103) and State Workplace Acts. See f/n 13~~12~~, below. These laws do not address *under the influence* but a board may add: ", or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred." This option is limited to *illegal* substances to avoid prohibiting employees from using lawfully prescribed controlled substances. See f/n 13~~12~~. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. This policy's third paragraph addresses prescribed medications other than cannabis.

6 Optional; alcohol is not addressed in either the federal or State Drug-Free Workplace Acts. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. The Ill. Court of Appeals held that when the policy defines *under the influence* as any "mental, emotional, sensory or physical **impairment** due to the use of drugs or alcohol," the school district must prove that the teacher showed signs of impairment even though she registered 0.056 blood-alcohol level on a Breathalyzer. Kinsella v. Bd. of Ed. of the City of Chicago, 27 N.E.3d 226 (Ill.App.1st 2015).

7 "[R]egardless of when and/or where the use occurred" is intended to mean that an employer may reach an employee's conduct on or off-duty depending upon the facts of the disciplinary situation; however, the CRTA contains a specific requirement that law enforcement employers adopt a policy outlining penalties for discipline of law enforcement employees for their on or off-duty conduct involving consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances. Id. at 10-35(a)(8), amended by P.A. 101-593. See also f/ns 1, above, and 9, below. Consult the board attorney if the district employs a school resource officer(s) (SRO(s)) as opposed to contracting with a local law enforcement agency for SRO services.

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employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests ~~the~~ specific articulable symptoms[8] while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position~~listed in the Cannabis Regulation and Tax Act (CRTA)~~.[9]

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

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410 ILCS 130/25(b) prohibits discipline or arrest of school nurses and/or administrators for acting in accordance with *Ashley's Law*, 105 ILCS 5/22-33, amended by P.A. 101-370. Employers may enforce drug-free workplace policies when they are applied in a nondiscriminatory manner. 410 ILCS 705/10-50(a), added by P.A. 101-27, includes disciplining employees – even those who are *registered qualifying patients* – for violating drug-free workplace policies (410 ILCS 130/50 and 705/10-35(a)(1), added by P.A. 101-27). Contact the board attorney for advice concerning the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)).

[8] Specific articulable symptoms listed in 410 ILCS 705/10-50(d), added by P.A. 101-27, include: the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. In contrast to the CRTA, the MCPA, while listing the same specific, articulable, symptoms, does not require an employer to have a *good faith belief* that a *registered qualifying patient* is under the influence of cannabis. 410 ILCS 130/50(f), and scheduled to be repealed on 7-1-20.

[9] 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 allows reasonable, nondiscriminatory, zero-tolerance policies. If the district seeks to discipline an employee on the basis that he or she is under the influence of or impaired by cannabis, it must afford the employee a reasonable opportunity to contest the basis of the determination. Id. at 10-50(d), added by P.A. 101-27. See also f/n 7, above. **Contact the board attorney for advice concerning this provision and whenever the district seeks disciplinary action or dismissal of an employee on the basis of the cannabis prohibitions in the policy**.

See also the Ill. Vehicle Code 625 ILCS 5/11-501.2(b-5) number one: when an individual's tetrahydrocannabinol concentration (THC) is five nanograms or more in whole blood or 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), a presumption under Illinois law exits that the individual is under the influence of cannabis. Under 625 ILCS 5/11-501.2(b-5) number two: when an individual's [THC] is less than five nanograms in whole blood or less than 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), the individual may still be considered impaired.

In addition to a zero-tolerance policy, the CRTA also allows civil, criminal, or other penalties for:

1. Engaging in tasks under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct (410 ILCS 705/10-35(a)(1));
2. Possessing cannabis on a school bus or on school grounds (Id. at 10-35(a)(2)(A)-(B) unless permitted under the MCPA);
3. Using cannabis on a school bus or on school grounds (Id. at 10-35(a)(3)(A)-(B) unless permitted under the MCPA);
4. [Using cannabis] in a public place [while impaired or under the influence of cannabis](Id. at 10-35(a)(3)(F));
5. Knowingly being [impaired by or under the influences of cannabis] in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the MCPA (Id. at 10-35(a)(3)(G));
6. Smoking [and/or *vaping* (see f/n 1918, below for a definition of vaping)] it in any place where smoking is prohibited under the Smoke Free Illinois Act (Id. at 10-35(a)(4));
7. Using [cannabis] as an on-duty law enforcement officer, corrections officer, probation officer, or firefighter (Id. at 10-35(a)(8)), or consuming, possessing, selling, purchasing, or delivering cannabis or a cannabis-infused substance(s) while on or off-duty [only if a policy has been adopted] Id. at 10-35(a)(8), amended by P.A. 101-593; or
8. [Using cannabis while [b]]eing on duty as an individual holding a school bus permit or Commercial Driver's License (Id. at 10-35(a)(9)).

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nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. [10]

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*[11] 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 School Board 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: [12]

1. Abide by the terms of ~~the~~ 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. [13]

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[10] 410 ILCS 705/10-50(d). For boards that will not communicate to employees what will happen when reasonable suspicion exists, delete the first sentence of this paragraph: ~~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.~~

410 ILCS 705/10-50(e)(1), amended by P.A. 101-593, protects the district from liability for actions described in the last sentence of this paragraph. Delete it if the board will not communicate this information to its employees.

[11] 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 and amended by P.A. 101-593, allows employers to prohibit cannabis in the *workplace*. Many attorneys agree it is a best practice for employers to define workplace in policies that prohibit cannabis. 410 ILCS 705/10-50(h), added by P.A. 101-27, defines *workplace* as the employer's premises, including any building, real property, and parking area under the control of the employer or area used by an employee while in performance of the employee's job duties, and vehicles, whether leased, rented, or owned – and may be further defined by the employer's written policy when it is consistent with this definition.

This policy's definition of workplace expands the above CRTA definition to areas that board policy and/or the School Code impose duties upon districts to keep students safe, including:

1. The *school property* definition from policy 8:30, *Visitors to and Conduct on School Property*;
2. The *school grounds* definition at 105 ILCS 5/10-27.1A(d); and
3. Places that school districts must prevent and respond to bullying, including vehicles used for school purposes. 105 ILCS 5/27-23.7(a).

[12] Required by the State and federal Drug-Free Workplace Acts.

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To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following: [14]

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. [15]
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations. [16]
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.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence. [17]

E-Cigarette, Tobacco, and Cannabis Prohibition [18]

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,[19] tobacco, and cannabis

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[13] This optional paragraph is not addressed in State or federal drug-free workplace acts. An employer should generally not ask an employee about his or her use of medication. See rules implementing the Americans with Disabilities Act, 29 C.F.R. §1630.14. Consult the board attorney if an employee is suspected of working while impaired or under the influence.

[14] Numbers one through five in this paragraph are required by the State and federal Drug-Free Workplace Acts. 30 ILCS 580/3.

[15] As an alternative, replace the phrase "in a place where other information for employees is posted" with the district's local method, e.g., staff intranet, Internet, etc.

[16] Grants may be available from the Ill. State Board of Education for developing a drug-free awareness program. 105 ILCS 5/2-3.93. The drug-free awareness program requirement can be met by developing a brochure on drug abuse or by contacting local, State, or national anti-drug abuse organizations for materials. The materials should be distributed to employees along with a list of places employees may call for assistance.

[17] Optional. This statement serves as a display of good judgement and a reminder to employees that 105 ILCS 5/27-13.2, amended by P.A. 102-195 and 23.4 (provided it can be funded by private grants or the federal government) require districts to educate students about the prevention and avoidance of drugs abuse and the dangers of opioid and substance abuse.

[18] 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act, 410 ILCS 82/, and the CRTA, 410 ILCS 705/10-35(a)(4)(smoking anyplace where smoking is prohibited under the Smoke Free Illinois Act). Federal law prohibits smoking inside schools. 20 U.S.C. §6083(a).

The prohibition in 8:30, *Visitors to and Conduct on School Property*, referred to here, applies "on school property or at a school event." Here, "at a school event" is clarified with the phrase "while … performing work for the District" in order to align with this policy's other prohibitions.

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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 ~~shall have~~ has the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis ~~shall have~~ 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. [20]

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. [21] In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

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[19] While 720 ILCS 675, amended by P.A. 101-2, excludes e-cigarettes from its definition of tobacco, it does not address vaporization. Prohibiting *e-cigarettes* aligns with the district's obligation to maintain a safe, smoke-free environment and is logical extension of 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act (410 ILCS 82/), and The Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2 (raising the legal age to buy tobacco and e-cigarette products to 21 years of age). In addition, the U.S. Food and Drug Administration now regulates e-cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed.Reg. 28973.

E-Cigarettes may resemble cigarettes but contain a battery-operated heating element that turns a liquid into an aerosol (or vapor) that sometimes includes nicotine, flavorings, and other chemicals. The act of inhaling and exhaling the aerosol is known as *vaping*. See www.centeronaddiction.org/e-cigarettes/recreational-vaping/what-vaping. For ease of administration, this policy treats *vaping*, whether tobacco products or not, and smoking tobacco the same due to the outbreaks of lung disease associated with the use of e-cigarettes and vaping. Some e-cigarettes do not look like tobacco products; they are designed to resemble other objects, such as USB flash drives, to be more easily concealed. Like smoking tobacco, vaporization products may include nicotine, which is derived from and is the addictive drug in tobacco, and other potentially harmful chemicals. See *Tobacco/Nicotine and E-Cigs* at: www.drugabuse.gov/drugs-abuse/tobacconicotine-e-cigs. Unlike smoking tobacco, vaping does not produce smoke, but rather the aerosol, often mistaken for water vapor and consisting of fine particles. Many of these particles contain varying amounts of toxic chemicals, which have been linked to cancer and respiratory and heart disease. An outbreak of lung disease has been associated with e-cigarette use and vaping. See articles at:

www.cdc.gov/tobacco/basic_information/e-cigarettes/severe-lung-disease.html; and
www.cdc.gov/tobacco/basic_information/e-cigarettes/severe-lung-disease/health-departments/index.html.

[20] Optional. If a district does not want to include the statutory example that includes the term *vape pen*, which provides notice that vaping products are also prohibited through the term e-cigarette, replace ~~, 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~~ with "shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9)."

[21] An employee who currently uses *illegal* drugs is not protected under the Americans With Disabilities Act (ADA) when the district acts on the basis of such use. 42 U.S.C. §12114. Legal drug abusers and alcoholics may still be protected as *handicapped* under the Rehabilitation Act of 1973 (29 U.S.C. §706 et seq.) or the Ill. Human Rights Act (IHRA). 775 ILCS 5/1-101 et seq. and 56 Ill.Admin.Code §2500.20. The Rehabilitation Act, however, excludes from protection "an alcohol or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment …would constitute a direct threat to the property or the safety of others." 29 U.S.C. §706(7)(B).

The ADA neither authorizes nor prohibits drug testing; it allows the results of such tests to be used as the basis for disciplinary action. 42 U.S.C. §12114; 29 C.F.R. §1630.16 (c). Drug tests may still violate other laws, e.g., Title VI and the Rehabilitation Act. 42 U.S.C. §2000e et seq.; and 29 U.S.C. §706 et seq. Drug tests may also be a subject of collective bargaining. See paragraph one of f/n 1, above. Consult the board attorney before implementing a drug testing program to enforce this policy.

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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. [22]

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 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. [23]

Disclaimer [24]

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~~, 42 U.S.C. §12114~~.
21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act~~, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15~~.
41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988~~, 41 U.S.C. §8101 et seq~~.
20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994~~, 20 U.S.C. §7101 et seq.~~
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; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

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[22] Required by both the federal and State Drug-Free Workplace Acts.

[23] Id.

[24] Optional best practice text.

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General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All District workplaces are drug- and alcohol-free workplaces.

All employees shall be prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District. An employee is on call when the employer schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment related tasks either at the employer's location or another previously-designated location.

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 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 the specific articulable symptoms, including, but not limited to: symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

For purposes of this policy a controlled substance is one 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 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.

For purposes of this policy, applicants will be deemed to be "under the influence" of an illegal drug whenever test results confirm the employee to have detectable levels of any illegal drug in his or her system. Further, employees will be deemed to be under the influence of alcohol whenever test results

CURRENT

confirm a blood alcohol concentration of .02 percent or more or a urine alcohol concentration of .04 percent or more. Safety-sensitive positions include administrators, teachers, other professional staff working directly with students, teacher aides and other paraprofessional staff working directly with students, and non-volunteer coaches and extracurricular sponsors.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace;
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; and
3. Complete pre-employment testing which shows no positive results for cannabis, illegal drugs or alcohol pursuant to policy 5:30, *Hiring Process and Criteria*.

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.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

<u>E-Cigarette, Tobacco, and Cannabis Prohibition</u>

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.

Cannabis means marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plan; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks

CURRENT

(except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination.

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.

Tobacco means cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

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.

Any employee, including registered qualifying patients using cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act, who is determined to be under the influence of or impaired by cannabis will first be given a reasonable opportunity to contest the basis of the determination before being subject to discipline.

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 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.*

CURRENT

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
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), 5:30 (Hiring Process and Criteria), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

General Personnel

Abused and Neglected Child Reporting [1]

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 2~~2~~1, an abused or neglected individual with a disability[2], shall: (1) 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), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. The Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/) requires *education personnel* to immediately report or cause a report to be made to DCFS when they have reasonable cause to believe a child known to them in their professional or official capacities may be abused or neglected; *education personnel* includes school personnel (including administrators and certified and non-certified school employees) and educational advocates assigned to a child in accordance with the School Code. 325 ILCS 5/4(a)(4), added by P.A. 101-564~~, eff. 1-1-20.~~; ANCRA states that such personnel "may also notify the person in charge of [the] school[.]" 325 ILCS 5/4(e). If the report involves an ~~*disabled* adult student~~ *with a disability*, employees should expect DCFS to instruct them to call the Ill. Dept. of Human Services Office (DHS) office of the Inspector General's statewide 24 hour toll-free telephone number at 1-800-368-1463~~843-6154 (within Illinois); 1-866-324-5553 (TTY/Nextalk); or 711 (Illinois Relay)~~. 325 ILCS 5/4.4a and 20 ILCS 1305/1-17(b). Reports involving an ~~disabled~~ adult student with a disability may be made directly to DHS; however, for simplicity, and to preserve a superintendent's duty to disclose certain reports involving an employee or former district employee (see discussion in f/n 18 below) and the immunity for such disclosures, the sample policy directs the initial phone call ~~involving a disabled adult student~~ to DCFS.

Abuse and neglect are defined in 325 ILCS 5/3 and, for ~~disabled~~ adult students with a disability in 20 ILCS 1305/1-17(b). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or ~~disabled~~ adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child~~'s~~ or ~~disabled~~ adult student with a disability~~'s welfare~~. Neglect may be generally understood as abandoning a child or ~~disabled~~ adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or ~~disabled~~ adult student with a disability's welfare.

Any person required by law to report abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. A teaching license may be suspended for willful or negligent failure to report suspected child abuse or neglect as required by law. 105 ILCS 5/21B-75, amended by P.A.s 101-531 and 102-552, and 20 ILCS 1305/1-17(k)(1). 20 ILCS 1305/1-17(k)(1) allows mandated reporters for ~~disabled~~ adults with disabilities four hours to report after the initial discovery of the incident, allegation, or suspicion of any one or more of the following: mental abuse, physical abuse, sexual abuse, neglect, or financial exploitation.

District employees who make a report in good faith receive immunity, except in cases of willful or wanton misconduct. See 325 ILCS 5/4 and 9. Further, for the purpose of any proceedings, civil or criminal, good faith of the person making the report is presumed. Id.

Every two years, each district within an Illinois county served by an accredited Children's Advocacy Center (CAC) must review its sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85~~ (final citation pending)~~, added by P.A. 101-531. 105 ILCS 5/10-20.71~~69 (final citation pending)~~, added by P.A. 101-531. See sample policy 7:20, *Harassment of Students Prohibited*.

[2] State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect an ~~disabled~~ adult student with a disability, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The Dept. of Human Services Act (DHS Act) defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. 20 ILCS 1305/1-17(b). However 105 ILCS 5/14-1.02, amended by P.A. 102-172, provides that a student who turns 22 years old during the school year shall be eligible for IEP services through the end of the school year. This statutory definition is the basis for this sample policy's language. ~~For purposes of the discussions in f/ns 1 and 18, the term "adult student with a disability" is shortened to *disabled adult student*.~~

For elementary districts, delete the following phrase from the first sentence: "or, for a student aged 18 through 2~~2~~1, an abused or neglected individual with a disability, ."

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office.[3] 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.[4] The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.[5] *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. [6]

Any District employee who discovers child pornography on electronic and information technology equipment 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 www.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. [7]

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[3] 325 ILCS 5/7, amended by P.A. 101-583~~, eff. 1-1-20~~. For a board that wants to include what a DCFS report should contain, an optional sentence follows:

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

[4] The sample policy makes the report to the superintendent or building principal mandatory to keep the administration informed. The administration may not force the staff member to change or modify his or her report.

[5] Optional. The sample policy makes coordination with DCFS, the SRO, and local law enforcement a step in the process of reporting, so the local agencies and school district are better able to prevent and manage the risks school officials and parents/guardians face when a DCFS report has been made, e.g., situations where parents/guardians, upon learning a DCFS report has been made involving their child(ren), commit an act of self-harm in response to the information.

For school districts in DuPage County, the DuPage County State's Attorney (SAO), Regional Office of Education (ROE), Police Dept. (PD), and DCFS have created a *Model Policy Reporting Abuse and Neglect for School Officials in DuPage County*, at: www.dupageroe.org/wp-content/uploads/Mandated_Reporting.pdf. Consult the board attorney about this reporting policy – its intent is for school officials to immediately inform the SAO that a report to DCFS has been made to allow the SAO to investigate and prevent evidence spoliation. **Note:** The DuPage SAO, ROE, and PD lack authority under ANCRA over school officials to enforce compliance with this "model reporting policy;" only DCFS has the authority under ANCRA to enforce penalties under ANCRA, not the "model reporting policy." The DuPage SAO, ROE, and PD did not consult school officials in the creation of its "model reporting policy."

[6] 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531.

[7] ANCRA requires an electronic and information technology equipment worker or the worker's employer to report a discovery of child pornography depicted on an item of electronic and information technology equipment. 325 ILCS 5/4.5(b). Consult the board attorney to determine whether any district employees fit the definition of an *electronic and information technology worker*, i.e., are "persons who in the scope and course of their employment or business install, repair, or otherwise service electronic and information technology equipment for a fee."

The paragraph exceeds the State requirements by requiring *all* district employees to report a discovery of child pornography on electronic and information technology equipment. This furthers the National Center for Missing and Exploited Children's public policy goal of "empowering the public to take immediate and direct action to enforce a zero tolerance policy regarding child sexual exploitation."

Similar to school personnel who are mandated reporters, electronic and information technology equipment workers and their employers have broad immunities from criminal, civil, or administrative liabilities when they report a discovery of child pornography as required under 325 ILCS 5/4.5(b), except for willful or wanton misconduct, e.g., knowingly filing a false report. Failure to report a discovery of child pornography is a business offense subject to a fine of $1001. 325 ILCS 5/4.5(e).

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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. [8]

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. [9]

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. [10]
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development Program*.

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[8] 720 ILCS 5/12C-50.1(b) creates a duty for *school officials* to report hazing. The term *school official* includes all school employees and volunteer coaches. 720 ILCS 5/12C-50.1(a). The duty to report hazing is triggered only when the employee/volunteer is fulfilling his or her responsibilities as a school official and observes hazing which results in bodily harm. 720 ILCS 5/12C-50.1(b). A report must be made to *supervising educational authorities*, which is not defined in the Act. Id. Common sense, however, would require the individual witnessing hazing to report it to the building principal or superintendent. Failure to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1(c). Failure to report hazing that resulted in death or great bodily harm is a Class A misdemeanor. Id. 7:190-AP1, *Student Handbook – Hazing Prohibited*, uses the same definition of *hazing*; this definition is based on 720 ILCS 5/12C-50.

[9] While it is unclear whether this is a duty or power, 105 ILCS 5/10-23.12(a), amended by P.A. 100-413 and 100-468, authorizes boards "[t]o provide staff development for local school site personnel who work with pupils in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect."

The drill during such training should be: "If in question, report."

[10] ANCRA also requires staff members, within three months of employment, to complete mandated reporter training, including a section on implicit bias and racial and ethnic sensitivity. 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20 and 102-604. This training must be completed again at least every three years. Id. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. Id. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFS (see f/n 15, below), and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees.

To reduce liability and align with best practices, ANCRA training for existing district employees appears prudent; however, consult the board attorney about:

1. Whether mandating existing employees to participate in ANCRA training is an item on which collective bargaining may be required. Any policy that impacts upon wages hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.
2. How to comply with both the new ANCRA training requirements and whether compliance with them would also satisfy the School Code's more limited district-provided training requirement discussed in f/n 9 above.

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~~sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.~~ [11] [12]

Alleged Incidents of Sexual Abuse; Investigations [13]

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. [14]

If a District employee reports an alleged incident of sexual abuse to DCFS[15] and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC).[16] The Superintendent or designee will implement procedures to coordinate with the CAC.

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[11] *Erin's Law*, ~~*Taskforce Final Report (Report)* at: www.isbe.net/Documents/erins-law-final0512.pdf. 105 ILCS 5/22-65 was repealed by P.A. 99-30 (eff. 7-10-15) upon submission of the Report.~~ 105 ILCS 5/10-23.13, amended by P.A. 102-610. For additional *Erin's Law* requirements and definitions, see policies and the ~~footnotes~~ns in 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and 6:60, *Curriculum Content*.

[12] 105 ILCS 5/10-23.12(b)~~, amended by P.A.s 100-413 and 100-468,~~ permits DCFS to cooperate with school officials to distribute informational ANCRA materials in school buildings. The following optional sentence provides that information: "The Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building."

[13] Delete this subhead if your school district is not within a county served by an accredited CAC. 105 ILCS 5/22-85 ~~(final citation pending)~~, added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map. The law is silent about investigations in counties without CACs.

[14] Though 105 ILCS 5/22-85(b) ~~(final citation pending)~~, added by P.A. 101-531, defines *alleged incident of sexual abuse*, its definition is circular, using the term *sexual abuse* without defining what that means. To provide boards with clarity, the definition of *sexual abuse* used in the Ill. Criminal Code of 2012 is used.

[15] 105 ILCS 5/22-85(c) ~~(final citation pending)~~, added by P.A. 101-531, provides that if a mandated reporter within a school has knowledge of an alleged incident of sexual abuse, the reporter must call the DCFS hotline immediately after obtaining the minimal information necessary to make a report, including the names of the affected parties and the allegations. It further requires the Ill. State Board of Education (ISBE) to make available materials detailing the information necessary to enable notification to DCFS of an alleged incident of sexual abuse, and that all mandated reporters annually review ISBE's materials.

[16] 105 ILCS 5/22-85(d) ~~(final citation pending)~~, added by P.A. 101-531.

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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.[17] 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 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. [18]

~~The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing w~~When the Superintendent ~~he or she~~ has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she 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~~was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child~~.[19] 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. [20]

Special School Board 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

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[17] 105 ILCS 5/22-85(j), (k) ~~(final citation pending)~~, added by P.A. 101-531.

[18] ANCRA requires a superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. 325 ILCS 5/4(d)~~, amended by P.A. 101-564, eff. 1-1-20~~. When a report involves an ~~disabled~~ adult student with a disability, DCFS must instruct mandated reporters making these reports to call the DHS' Office of the Inspector General's statewide 24 hour toll-free telephone number: 1-800-368-1463 (325 ILCS 5/4.4a) to make a report under the DHS Act.

The DHS Act (20 ILCS 1305/1-17(l)) then requires a determination of whether a report involving an ~~disabled~~ adult student with a disability should be investigated under it or the Abuse of Adults with Disabilities Intervention Act (20 ILCS 2435), however that Act was repealed by P.A. 99-049 (eff. 7-1-13). The DHS Act does not outline a duty for the superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DHS involving an adult student with a disability.

Given the public policy behind the ~~recent~~ amendments to 325 ILCS 5/4, a reasonable interpretation of the law is that the superintendent's duty to disclose now involves DHS reports concerning adult students with disabilities. However, with no mechanism requiring DHS to report back to the superintendent a *non-substantiated report* (DHS version of a DCFS *unfounded* report), a superintendent's duty to disclose cannot end. Consult the board attorney about managing the duty to disclose reports that involve ~~disabled~~ adult students with disabilities when DCFS redirects the reporter to DHS. For more information, see policy 5:150, *Personnel Records*.

See also f/n 4 of policy 5:150, *Personnel Records*, discussing the Elementary and Secondary Education Act's (ESEA) (20 U.S.C. §7926) requirement that school policies must explicitly prohibit school districts from providing a recommendation of employment for an employee, contractor, or agent that a district knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

[19] Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Educational Service Center."

[20] 105 ILCS 5/10-21.9(e-5), amended by P.A.s 101-531 and 102-552, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute.

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Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse. [21]

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. [22]

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the School Board; Indemnification.* [23]

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.
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 School Board; Indemnification), 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), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations 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 Police Interviews)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[21] 325 ILCS 5/4(d), amended by P.A. 101-564, eff. 1-1-20. This statute makes board members mandatory child abuse reporters "to the extent required in accordance with other provisions of this section expressly concerning the duty of school board members to report suspected child abuse." Thus, a board member's duty is "to direct the superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse" whenever an "allegation is raised to a school board member during the course of an open or closed school board meeting that a child who is enrolled in the school district of which he or she is a board member is an abused child." Of course, any board member with reason to doubt that a report was or will be made should directly contact DCFS.

[22] 105 ILCS 5/10-23.12(c), added by P.A. 101-531. See f/n 6, above, and f/n 3 in policy 2:20, *Powers and Duties of the School Board; Indemnification*.

[23] 105 ILCS 5/21B-85(a) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See the discussion in the f/ns tied to these duties in policy 2:20, *Powers and Duties of the School Board; Indemnification.*

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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 21, an abused or neglected individual with a disability, shall: (1) 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), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. 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. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. *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 child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber Tipline, 1-800-THE-LOST (1-800-843-5678), or online at www.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 school personnel working with students in grades kindergarten through 8, 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 annually thereafter.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

CURRENT

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.

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 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 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.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. 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.

Special Board 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.

CURRENT

LEGAL REF.: 105 ILCS 5/10-21.9.
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; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations 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 Police Interviews)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

General Personnel

Staff Development Program [1]

The Superintendent or designee shall implement a staff development program. The goal of such 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 the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) training as follows (see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*): [2]

1. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.
2. 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.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity

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[1] State law requires the subject matter in paragraph 2 to be covered by policy. State or federal law controls this policy's content. A school board may set and enforce professional growth requirements. 105 ILCS 5/24-5. Failure to meet professional growth requirements is considered remediable. Morris v. Ill. State Bd. of Educ., 198 Ill.App.3d 51 (3rd Dist. 1990).

105 ILCS 5/2-3.62 requires the Ill. State Board of Education (ISBE) to establish a regional network of educational service centers to coordinate and combine existing services in a manner that is practical and efficient for schools. Their purposes are to provide, among other things, continuing education, in-service training, and staff development services to all local school districts in Illinois.

[2] 105 ILCS 5/10-23.12, amended by P.A. 101-531; 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604; and *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. Delete #1 for high school districts.

Mandated reporter training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; (4) understanding the response of child protective services and the role of the reporter after a call has been made; and (5) implicit bias. *Implicit bias* means the attitudes or internalized stereotypes that affect people's perceptions, actions, and decisions in an unconscious manner and that exist and often contribute to unequal treatment of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics. The implicit bias topic must include, at a minimum: (1) information on implicit bias; (2) information on racial and ethnic sensitivity; and (3) tools to adjust automatic patterns of thinking and ultimately eliminate discriminatory behaviors. 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604. Districts must provide mandated reporter training through either DCFS, an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, ISBE, the Ill. Law Enforcement Training Standards Board, the Ill. State Police, or an organization approved by DCFS to provide mandated reporter training. Id. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." Id.

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disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. [3]

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct. [4] [5] [6]

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[3] This paraphrases 105 ILCS 5/10-20.36(b). The topic covered in this paragraph must be in a board policy. Id. A school medical staff, an individualized educational program team, or a professional worker (as defined in ~~Section~~ 105 ILCS 5/14-1.10) may recommend that a student be evaluated by an appropriate medical practitioner. School personnel may consult with the practitioner, with the consent of the student's parent/guardian.

[4] 105 ILCS 5/10-22.39(f) requires boards to conduct this in-service. While the language of this paragraph is not required to be in board policy, including it provides a way for boards to monitor that it is being done. Including this language provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-service that instructs all district staff to maintain boundaries and act appropriately, professionally, and ethically with students. See also sample policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and f/n 11 in sample policy 4:110, *Transportation*. These expectations will be most effective when they reflect local conditions and circumstances. Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new employee conduct rules without first offering to negotiate them with the applicable exclusive bargaining representative.

[5] Insert the following option if a board wants to list in-services and/or trainings that State and federal law require, but are not required to be specified in board policy. ~~If the board does not choose this option, delete 325 ILCS 5/4 from the Legal References.~~ The only non-School Code State and/or federal law training requirements listed are from the Abused and Neglected Child Reporting Act, Ill. Human Rights Act, ~~the~~ Seizure Smart School Act, and Title IX of the Education Amendments of 1972 (Title IX).

In addition, the staff development program shall include each of the following:

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 12 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.

~~5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:~~

~~a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).~~

~~b. 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 (see policy 5:90, *Abused and Neglected Child Reporting*).~~

~~c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).~~

~~6.~~5. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.

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~~7.~~6. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, 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.

~~8.~~7. 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.

~~9.~~8. 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.

~~10.~~9. 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 serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.

~~11.~~10. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

~~12.~~11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.

~~13.~~12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

~~14.~~13. For nurses, administrators, ~~guidance~~school counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.

~~15.~~14. For all District staff, annual sexual harassment prevention training.

~~16.~~15. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment Grievance Procedure*):

a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.

b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, 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.

c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

Alternative to paragraph number 2:

2. At least every two years, an in-service to train school personnel who work with students on how to: (a) communicate with and listen to youth victims of domestic or sexual violence and expectant and parenting youth, (b) connect 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, and (c) implement the School District's policies, procedures, and protocols with regard to such youth, including confidentiality. The in-service shall be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth.

Citations for this option follow:

1. 105 ILCS 5/10-22.39(e) (refers to anaphylactic reactions/management).
2. 105 ILCS 5/10-22.39(d), amended by P.A. 102-197.

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3. 105 ILCS 5/10-22.39(c), amended by P.A. 102-197.
4. 105 ILCS 5/10-22.39(b), amended by P.A.s 100-903 and 101-350. The law allows districts to use the Ill. Mental Health First Aid training program to provide this training. If a licensed employee or an administrator obtains mental health first aid training outside of an in-service training program, he or she may present a certificate of successful completion of that training to the school district to satisfy the requirements of this law.
5. 105 ILCS 5/10-23.12, amended by P.A. 101-531; 325 ILCS 5/4(j), amended by P.A. 101-564; and *Erin's Law Taskforce Final Report*, authorized by 105 ILCS 5/22-65 and repealed by P.A. 99-30 because of submission of the Report at: www.isbe.net/Documents/erins-law-final0512.pdf and see also www.erinslawillinois.org/ for more resources based upon the report. Training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; and (4) understanding the response of child protective services and the role of the reporter after a call has been made. topic325 ILCS 5/4(j), amended by P.A. 101-564. Districts must provide training through either DCFS, an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, the Ill. State Board of Education, the Ill. Law Enforcement Training Standards Board, the Ill. Dept. of State Police, or an organization approved by DCFS to provide mandated reporter training. Id. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." Id.
6.5. 105 ILCS 110/3.10(b)(2).
7.6. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810. School board members are also included.
8.7. 7 C.F.R. Parts 210 and 235. Section 210.2 defines school nutrition program directors, managers and staff. 7 C.F.R. §§210.15(b)(8) (recordkeeping requirements) and 210.31(a), (c), (d), and (e) (professional standards requirements); 210.31(g)(requiring school food authority director to keep records), amended by Fed. Reg. Vol. 81, No. 146 at 50169 and finalized 7-29-16. Food service funds may be used for reasonable, allocable, and necessary training costs. 7 C.F.R. §210.31(f). The U.S. Dept. of Agriculture (USDA) has established implementation resources that contain training opportunities and resources covering the four core training areas: nutrition, operations, administration, and communications/marketing at: www.fns.usda.gov/school-meals/professional-standardswww.fns.usda.gov/cn/professional-standards.
9.8. 105 ILCS 25/1.15.
10.9. 105 ILCS 5/22-80(h), amended by P.A. 100-309.
11.10. 105 ILCS 5/22-30(j-15). Consult the board attorney about whether:
    a. All asthma action plans should require immediate 911 calls based upon In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was *willful and wanton* conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
    b. The duties and responsibilities of the district when it asks for, but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.
12.11. 105 ILCS 5/10-20.61, added by P.A. 100-14.
13.12. 105 ILCS 5/10-20.17a; 23 Ill.Admin.Code §1.330.
14.13. 105 ILCS 150/25, added by P.A. 101-50.
15.14. 775 ILCS 5/2-109, added by P.A. 101-221.
16.15. 34 C.F.R. §106.45(b)(1)(iii).

Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other policies. Many of those policies are listed in the cross-references to this policy, e.g., training requirements under the Care of Students with Diabetes Act. 105 ILCS 145/.

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The Superintendent 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*. [7]

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[6] Different from the in-service training that school districts must provide to their staff, 105 ILCS 5/3-11, contains requirements that the regional superintendents must include during teachers institutes. Instruction on prevalent student chronic health conditions, as well as educator ethics and teacher-student conduct training is also required. See also f/n 3 above discussing the board's requirement in Section 10-22.39. Beginning with the 2016-17 school year, teachers' institutes must also include instruction on the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 et seq.) as it pertains to the school environment at least every two years. Contact the Regional Superintendent or the appropriate Intermediate Service Center with questions about online training for this component of a teachers' institute. Discuss with the board attorney the best practices of documenting trainings and evaluations of trainings; many attorneys in the field prefer documentation of ADA trainings to assist in their defense of any potential ADA claims against the district.

For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

> An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

Persons performing CPR are generally exempt from civil liability if they are trained in CPR (745 ILCS 49/10); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS 49/12).

The board may also want to address other staff development opportunities. While not required to be policy, 105 ILCS 5/27-23.10 requires a school board to collaborate with State and local law enforcement agencies on gang resistance education and training. It also states that ISBE may assist in the development of instructional materials and teacher training for gang resistance education and training, which may be helpful to include in the staff development program. Other mandated and recommended staff development opportunities that are not located in the School Code or ISBE rules are found in the Ill. Administrative Code or federal regulations. Many of them are cross referenced in this policy.

[7] Required by 105 ILCS 5/2-3.166(c)(2).

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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, 5/10-20.17a, 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), and 5/24-5.
105 ILCS 25/1.15, Interscholastic Athletic Organization 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, 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 Sexual Harassment Grievance Procedure), 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; 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), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADMIN. PROC.: 2:265-AP1 (Title IX Sexual Harassment Response), 2:265-AP2 (Formal Title IX Sexual Harassment Complaint Grievance Process), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an ~~Indoor~~ Physical Fitness Facility with an AED), 5:100-AP (Staff Development Program), 5:120-AP2 (Employee Conduct Standards), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

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General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such 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 the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

An opportunity shall be provided to all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automatic external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automatic external defibrillator.

The Superintendent 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.*

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, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.
105 ILCS 25/1.15, Interscholastic Athletic Organization 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.
105 ILCS 5/2-109, Ill. Human Rights Act.
23 Ill. Admin. Code §§22.20, 226.800, and Part 525.
77 Ill. Admin. Code §527.800.

CURRENT

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; 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), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADMIN. PROC.: 2:265-AP1 (Title IX Sexual Harassment Response), 2:265-AP2 (Formal Title IX Sexual Harassment Complaint Grievance Process), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

General Personnel

Employee Ethics; Conduct; and Conflict of Interest [1]

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others.[2] In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy.[3] Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/),[4] engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct,[5] or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.~~.~~[6]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/), requires a policy on a subject-matter covered in this sample policy; State and federal law controls its content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

[2] 105 ILCS 5/10-22.39 requires each board to conduct in-service training on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel. These expectations will be most effective when the in-service curriculum reflects local conditions and circumstances. While the School Code only requires the in-service, the requirement presents an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-service that instructs all district ~~staff~~employees to maintain boundaries and act appropriately, professionally, and ethically with students. See discussion in ~~third option of~~ f/n 3, 5:100, *Staff Development Program*. After its discussion of these issues, the board may have further expectations and may choose to reflect those expectations here.

775 ILCS 5/2-109, added by P.A. 101-221~~, eff. 1-1-20~~, requires districts to provide annual workplace sexual harassment prevention training to all employees. See f/n 4 in policy 5:20, *Workplace Harassment Prohibited*, for further detail about the training requirements.

[3] 23 Ill.Admin.Code Part 22. Boards are not required to include ISBE's *Code of Ethics for Illinois Educators* in a board policy. Incorporating it by reference into a policy demonstrates a board's commitment to the *Code's* principles and may allow a board to enforce the *Code* independently from any action taken by the State Superintendent.

~~Use this optional sentence to establish a requirement that the board can monitor: "The Superintendent or designee shall identify appropriate employee conduct standards and provide them to staff members." Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*. Consult the board attorney for advice on whether the board must offer to negotiate employee conduct standards with the applicable exclusive bargaining representative before establishing them.~~

[4] 325 ILCS 5/4(a)(4), amended by P.A. 101-564~~, eff. 1-1-20~~; 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A.s 101-531 and 102-552.

[5] *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610.

[6] ~~This sentence is optional.~~ The Ill. Human Rights Act makes it a civil rights violation to fail to take remedial action, or to fail to take appropriate disciplinary action, against any employee when the district knows that the employee committed or engaged in sexual harassment of a student. 775 ILCS 5/5A-102. Sexual harassment of a student is also prohibited by 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 7:20, *Harassment of Students Prohibited*~~.~~ ~~and~~ Sexual harassment of an employee is also prohibited by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 5:20, *Workplace Harassment Prohibited*.

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The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees.[7] Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors[8] to include, at a minimum, *sexual misconduct*. *Sexual misconduct*[9] is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) 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:
    a. A sexual or romantic invitation
    b. Dating or soliciting a date
    c. Engaging in sexualized or romantic dialog
    d. Making sexually suggestive comments that are directed toward or with a student
    e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
    f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels.[10] Such expectations shall establish guidelines for specific areas, including but not limited to:
    a. Transporting a student
    b. Taking or possessing a photo or video of a student
    c. Meeting with a student or contacting a student outside the employee's professional role

Commented [MB1]: F/n 7 was excerpted from f/n3, with some of the contents moved into the policy and some into new f/n 7.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[7] Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them.

[8] 105 ILCS 5/10-23.13(b), amended by P.A. 102-610.

[9] This definition of *sexual misconduct* is adapted from HB 1975, legislation that did not pass in the first half of the 102nd Ill. General Assembly; however, it includes the results of collaboration to implement some of the recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See www.sesamenet.org/ for further information.

As of **PRESS** Issue 108's publication, HB 1975 is still pending in the 102nd General Assembly and is expected to become law. Its enactment could close significant legal loopholes related to combating grooming by broadening the definition of grooming prohibited by the Criminal Code of 2012 and authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act.

[10] 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*. Establishing guidelines specific to #3(a), (b), and (c) is not currently required but is a requirement in HB 1975 (see f/n 9, above).

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4. Reference employee 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.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);

5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*;[11] and

~~5.~~6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment 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*.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill~~inois~~ Governmental Ethics Act: [12]

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
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

School Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees.[13] Students shall not be used in any manner for promoting a political candidate or issue.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[11] 105 ILCS 5/10-23.13(b), amended by P.A. 102-610.

[12] 5 ILCS 420/4A-101.5, added by P.A. 101-221. See 5 ILCS 420/4A-102, amended by P.A. 101-221, for economic interests of an employee's spouse or any other party that is considered the employee's interests if the employee constructively controls them. Any county clerk may use a mandatory system of Internet-based filing of economic interest statements; if done, the clerk must post the statements, without the addresses, of the filers, on a publicly accessible website. 5 ILCS 420/4A-108, amended by P.A. 101-221.

[13] The S~~tate Officials and Employees Ethics Act~~OEEA prohibits State employees from engaging in certain political activities and accepting certain gifts. 5 ILCS 430/. ~~The Act~~It requires all school districts to adopt an *ordinance or resolution* "in a manner no less restrictive" than the Act's provisions. See policy 2:105, *Ethics and Gift Ban*.

Districts may not inhibit or prohibit employees from petitioning, making public speeches, campaigning for or against political candidates, speaking out on public policy questions, distributing political literature, making campaign contributions, and seeking public office. 50 ILCS 135/, Local Governmental Employees Political Rights Act. An employee may not use his/her position of employment to coerce or inhibit others in the free exercise of their political rights or engage in political activities at work. Id.

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Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, "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 the Illinois State Board of Education and adopted for use by the Board.[14] An employee having an interest in instructional materials must file an annual statement with the Board Secretary. [15]

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.[16] A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business 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. [17]

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts.[18] 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*. [19]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[14] This sentence quotes 105 ILCS 5/22-5 because the statute does not define important terms making it difficult to paraphrase. No appellate decision defines *school officer* or *apparatus*, or what is meant by *connected*. The statute was enacted in 1961 but earlier versions were in the School Code much longer. A violation of this prohibition is a Class A misdemeanor.

[15] Id.

[16] 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 also apply to eligible State grants through the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at www.grants.illinois.gov.See also the Ill. State Board of Education's *Procurement and Purchasing Checklist* at: www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.

[17] Id.

[18] Id.

[19] Id. The rule provides flexibility for school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value," along with "disciplinary actions to be applied for violations." Referring to sample policy 2:105, *Ethics and Gift Ban*, for these standards provides clarity and consistency. Policy 2:105~~, *Ethics and Gift Ban*,~~ refers to **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 – 10-30, along with discussion of the specific penalties available under the Ethics Act at 5 ILCS 430/50-5 in its **Enforcement** subhead.

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Guidance Counselor Gift Ban [20]

Guidance 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 guidance 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 guidance 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 guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance 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 guidance counselor, including any previous exchange of gifts between those individuals.
   b. Whether, to the actual knowledge of the guidance 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 guidance 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.
~~1.~~7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance 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 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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[20] This section is only for those districts with a high school. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, eff. 1-1-22. *Guidance counselor* means a person employed by a school district and working in a high school to offer students advice and assistance in making career or college plans. Id.

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Incorporated by reference: 5:120-E (Code of Ethics for Ill.~~inois~~ 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, ~~and~~ 5/22-5, and 5/22-90 (final citation pending).
325 ILCS 5/, Abused and Neglected Child Reporting Act.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill.Admin.Code Part 22, Code of Ethics for Ill.~~inois~~ 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 Sexual Harassment 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), 7:20 (Harassment of Students Prohibited)

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General Personnel

Employee Ethics; Conduct; and Conflict of Interest

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/4), or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Illinois 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
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 Section 22-5 of the School Code, "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 the Illinois State Board of Education 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 the entity selected for the contract:

CURRENT

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business 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 contracts. 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.

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 Illinois 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 and 5/22-5.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill. Admin. Code Part 22, Code of Ethics for Illinois 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), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct).

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

General Personnel

Personal Technology and Social Media; Usage and Conduct [1]

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue.[2] This includes, but is not limited to, services such as *Facebook*, *LinkedIn*, *Twitter*, *Instagram*, *Snapchat*, and *YouTube*. [3]

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.[4] This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®). [5]

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[1] This policy is optional. Consult the board attorney because personal technology, ~~and~~ social media, and public employees' First Amendment rights involve ~~an~~ unprecedented and ~~area of the law. Public employees' First Amendment rights involve an~~ unsettled areas of the law. In addition, ~~P~~personal technology and social media platforms change continually.

Therefore, instead of prohibiting specific actions, this sample policy focuses on what will not change - maintaining appropriate behavior as outlined in 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, the Ill. Educators' Code of Ethics at 23 Ill.Admin.Code §22.20, and 105 ILCS 5/21B-75, amended by P.As. 101-531 and 102-552 (allows suspensions or revocations of licenses, endorsements, or approvals~~certificates~~ for abuse or neglect of a child, willful or negligent failure to report suspected child abuse or neglect, *immorality*, and *unprofessional conduct*, among other things). *Immoral* has been defined by one court to mean "shameless conduct showing moral indifference to the opinions of the good and respectable members of the community." See Ahmad v. B~~oar~~d. of Educ.~~ation~~ of City of Chicago, 356 Ill.App.3d 155 (1st Dist. 2006).

Consult the board attorney when a board wants to prohibit more specific actions and/or specific speech, e.g., *friending* students on Facebook or similar social media, *tweeting* or otherwise communicating with students on Twitter or similar social media sites, and text messaging or emailing students. See also the discussion in f/ns 6 & 7 below.

This policy also contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement."

[2] Several definitions of social media exist, and a board may wish to use another definition or create its own with the board attorney. This sample policy's definition is very broad. It is adapted from a frequently cited Wikipedia definition at:
-www.en.wikipedia.org/wiki/Social_media.
Merriam-Webster's definition is at: www.merriam-webster.com/dictionary/social%20.

[3] Optional. A board may want to add other sites. As of July 20~~19~~21, the publication *eBizMBA Inc.* lists the top four social networking sites as Facebook, YouTube, ~~Twitter, and~~ Instagram, and Twitter respectively.

[4] *Personal technology* is not yet defined. It is the title of a weekly column in *The Wall Street Journal*. The column was created and is authored by Walt Mossberg, who frequently directs readers to his review of new technologies on a website titled *All Things Digital* at to www.allthingsd.com/author/walt/. Many of the reviewed devices operate as described in this sample definition.

[5] Optional.

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Usage and Conduct [6]

All District employees who use personal technology and/or social media shall: [7]

1. Adhere to the high standards for **Professional and Appropriate Conduct** ~~appropriate school relationships~~required by policy 5:120, *Employee Ethics; 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 policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 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 policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.
6. ~~4.~~Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance~~Comply~~ with policy 5:130, *Responsibilities Concerning Internal Information*. ~~This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper~~

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[6] Whether to discipline an employee for his or her speech is always highly fact sensitive and should always occur after a consultation with the board attorney. See f/ns 1 and 7. The discipline will require careful balancing of the district's obligations to protect its students with employees' rights. Further, a board may not discipline its employees for discussing the terms and conditions of their employment with co-workers and others or otherwise interfere with their employees' efforts to work to improve the terms and conditions of their workplace. 29 U.S.C. §151 et seq.

[7] The following list is optional and may contain items on which collective bargaining may be required. See f/n 1. To ensure that the listed expectations match local conditions, boards may want to initiate a conversation with the superintendent about these expectations. Expectations will be most effective when they reflect local conditions and circumstances. This conversation provides an additional opportunity for the board and superintendent to examine all current policies, collective bargaining agreements, and administrative procedures applicable to this subject. See f/n 2 of policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, for more discussion about how to initiate this conversation, ~~and~~ f/n 3 of policy 5:100, *Staff Development Program*, and the discussion in f/n 2 of sample policy 8:10, *Connection with the Community*, related to excluding followers and purging critics from social media accounts that are considered public forums (Knight First Amendment Inst. at Columbia Univ. v. Trump, 302 F.Supp.3d 541 (S.D.N.Y. 2018)). Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. After discussing these issues, the board may have further expectations and may choose to reflect those expectations here.

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~~approval.~~ For District employees, proper approval may include implied consent under the circumstances. [8]

~~5.~~7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures. [9]

~~6.~~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. [10]

~~7.~~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. [11]

~~8.~~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. [12]

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[8] Inherent dangers exist when district employees use personal technology and social media without understanding how the information is used within the chosen platform and what choices are available within the platform to control it. Some examples of laws that require the safekeeping of district and school records include: the Federal Educational Rights and Privacy Act, 20 U.S.C. §1232g, and the Ill. School Student Records Act, 105 ILCS 10/ (both prohibit the unauthorized disclosure of student school records); 5 ILCS 140/7 (exempts personnel information and other items such as school security and response plans and maps from disclosure); 45 C.F.R. §164.502 (protects the employees' health information); and 820 ILCS 40/ (governs the release of an employee's disciplinary action). For district employees, implied consent may be sufficient in some circumstances, e.g., teachers taking pictures of each other at a birthday party in the teachers' lounge or at a social event off school grounds and later posting those pictures on social media~~Facebook~~.

[9] 17 U.S.C. §101 et seq.

[10] 105 ILCS 5/24-9; Fair Labor Standards Act, 29 U.S.C. §201 et seq. See also f/ns 1 and 6 above.

[11] The Children's Internet Protection Act (CIPA) (47 U.S.C. §254(l)) requires school districts to maintain a policy and provide Internet access that protects against access to websites containing material that is obscene, pornographic, or harmful to minors. See 6:235, *Access to Electronic Networks*. Because a district cannot subject its employees' usage of personal technology and social media to the same measures required under CIPA (i.e., content filters, blocking lists, or district monitoring of Internet website traffic for patterns of usage that could indicate inappropriate network usage), this statement seeks to balance the district's duty by shifting responsibility for inappropriate behavior to the individual employee.

[12] The Ill. Human Rights Act makes it a civil rights violation to fail to take remedial action, or to fail to take appropriate disciplinary action against any employee, when the district knows that the employee committed or engaged in sexual harassment of a student. 775 ILCS 5/5A-102. Sexual harassment of a student is also prohibited by 7:20, *Harassment of Student Prohibited*, and of an employee by 5:20, *Workplace Harassment Prohibited*.

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The Superintendent shall: [13]

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; 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 ~~no one for~~ neither the District, nor anyone on its behalf, commits~~requests of~~ an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*~~employee or applicant access in any manner to his or her social networking website or requests passwords to such sites~~. [14]

5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

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[13] 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration. One logical method for a board to address the issue of district employees' use of personal technology and social media is to include its expectations during its in-service trainings required by 105 ILCS 5/10-22.39. Many experts in social media risk management advocate training employees about the expectations concerning social media usage. For boards that do not want to include this as a part of the in-service, delete the phrase "during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*."

Public employee First Amendment issues involve the balance between the importance of the speech and the district's interest in maintaining order and effective school operations. The First Amendment "does not entitle primary and secondary teachers, when conducting the education of captive audiences, to cover topics, or advocate viewpoints, that depart from the curriculum adopted by the school system." See Mayer v. Monroe C~~ou~~nty. C~~o~~m~~muni~~ty. Sch.~~ool~~ Corp., 474 F.3d 477 (7th Cir. 2007). Nor is the First Amendment likely to entitle a teacher to protection for purely personal speech that does not touch on a matter of public concern. See Pickering v. High Sch.~~ool~~ Dist. 205, 391 U.S. 563 (1968). However, when public employees speak as private citizens on their own time about matters of public concern, they may face only those speech restrictions that are necessary for their employers to operate efficiently and effectively. Garcetti v. Ceballos, 547 U.S. 410 (2006).

[14] Right to Privacy in the Workplace Act, 820 ILCS 55/10(b) (also known as the *Facebook Password Law*). The exception for *professional accounts* is unlikely to be available to school districts; see the explanation in f/n 19 in policy 5:30, *Hiring Process and Criteria*. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's electronic equipment and electronic mail.

The statute does not prohibit an employer from (1) obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute, and (2) requesting or requiring an applicant or employee to share specific content that is reported to the employer to: (a) ensure compliance with laws and regulatory requirements, (b) investigate certain allegations as outlined in the law, and (c) prohibit certain outlined behaviors in the law. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as personal email or text messages on a personal phone. However, employers may access online accounts that the employer pays for or that an employee creates or maintains on behalf of the employer in connection with the employee's employment. Consult the board attorney about these issues.

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LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
~~Ill. Human Rights Act,~~ 775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
~~Code of Ethics for Ill. Educators,~~ 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; 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)

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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 communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat,* 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 laptop computers, tablets, smartphones, and other devices.

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, *Employee Ethics; 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 policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program;* 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 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. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. 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.
7. 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.

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8. 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.

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; 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 no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
Ill. Human Rights Act, 775 ILCS 5/5A-102.
Code of Ethics for Ill. Educators, 23 Ill. Admin. Code §22.20.
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.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; 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: October 20, 2011

REVISED: February 20, 2020

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General Personnel

Personnel Records [1]

Maintenance and Access to Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board 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]
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*. [3]

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[1] State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement(s)."

[2] An employee has the right to view his or her personnel file contents, with a few exceptions. Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/. Thus, personnel files should contain only factual and accurate job-related information. In addition, the PRRA identifies records that may not be kept: a record of an employee's associations, political activities, publications, communications, or non-employment activities (820 ILCS 40/9, amended by P.A. 101-531) and records identifying an employee as the subject of an investigation by the Ill. Dept. of Children and Family Services (DCFS) if the investigation resulted in an unfounded report as specified in the Abused and Neglected Child Reporting Act (820 ILCS 40/13). See f/n 5.

[3] Unless a specific exemption is available, personnel file information is available to anyone making a FOIA request. 5 ILCS 140/. Specific exemptions protect the following:

1. *Private information* meaning "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person." 5 ILCS 140/7(1)(b); 5 ILCS 140/2(c-5.
2. *Personal information* "the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7(1)(c).

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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.[4] The Superintendent shall: [5]

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3. *Information prohibited from being disclosed under the Illinois Educational Labor Relations Act* (IELRA). 5 ILCS 140/7.5(yy~~oo~~), added by P.A. 101-620 ~~(final citation pending)~~; 115 ILCS 5/3(d). The prohibitions in the IELRA overlap with some categories of private information identified in FOIA and include: (a) the employee's home address (including ZIP code and county); (b) the employee's date of birth; (c) the employee's home and personal phone number; (d) the employee's personal email address; (e) any information personally identifying employee membership or membership status in a labor organization or other voluntary association affiliated with a labor organization or a labor federation; and (f) e-mails or other communications between a labor organization and its members. Unless a specific exception in the IELRA applies, if a district receives a third party request for any of these six categories of information about an employee, the district must provide the union with a copy of the written request (or written summary of an oral request), as well as a copy of the district's response within five business days of sending the response. If the employee is not in a bargaining unit, then these notices must be given directly to the employee. 115 ILCS 5/3(d). **Note:** It is best practice to maintain union-related documents, such as grievances, separately from an employee's personnel file.
4. *Information* prohibited from being disclosed by the PRRA. 5 ILCS 140/7.5(q). The PRRA prohibits the disclosure of a performance evaluation under FOIA. 820 ILCS 40/11. The treatment of a request for a disciplinary report, letter of reprimand, or other disciplinary action depends on the age and nature of the responsive record. If the responsive record is more than four years old and is not related to an incident or attempted incident of sexual abuse or severe physical abuse, the request must be denied unless the disclosure is permitted by the Act. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by P.A. 101-531. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse or severe physical abuse, the request cannot be denied. 820 ILCS 40/8, amended by P.A. 101-531. If the responsive record is four years old or less (regardless of its nature), the district should provide the record and must notify the employee in written form or through email, if available. 820 ILCS 40/7 and 40/8, amended by P.A. 101-531.

The School Code prohibits the disclosure of school teacher, principal, and superintendent performance evaluations except as otherwise provided in the certified employee evaluation laws. 105 ILCS 5/24A-7.1.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub.L. 104-191) created national standards to protect individuals' medical records and other personal health information. If a district is a *covered entity* (i.e., offers a self-insured group health plan or flexible spending account), it must establish clear procedures to protect the employee's health information. 45 C.F.R. §164.502. Such districts should consult their attorneys and insurance provider for assistance.

4 The Employment Record Disclosure Act (745 ILCS 46/10) provides conditional immunity to employers responding to a reference request; it states: "Any employer or authorized employee or agent acting on behalf of an employer who, upon inquiry by a prospective employer, provides truthful written or verbal information, or information that it believes in good faith is truthful, about a current or former employee's job performance is presumed to be acting in good faith and is immune from civil liability for the disclosure and the consequences of the disclosure." This immunity statute does not, however, create an exemption to the requirements in the PRRA. The PRRA requires an employer to give an employee written notice before divulging a "disciplinary report, letter of reprimand, or other disciplinary action to a third party." 820 ILCS 40/7. An employment application may contain a waiver of this notice. Id.

5 325 ILCS 5/4(d), amended by P.A. 101-564, requires a superintendent, upon being asked for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. For more information, see 5:150-AP, *Personnel Records*.

Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: www2.ed.gov/policy/elsec/leg/essa/index.html.

Consult the board attorney about what "or has probable cause to believe, has engaged in sexual misconduct" means. For guidance, policy 5:90, *Abused and Neglected Child Reporting*, and its f/n 14 analysis define an "alleged incident of sexual abuse" as 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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1. Eexecute 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

~~1.~~2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law,[6] but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

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.

LEGAL REF.: 20 U.S.C. §7926.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/, Personal 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)

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[6] Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements.

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General Personnel

Personnel Records

Please refer to the current "Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) of Huntley Community School District 158" and "Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and the Board of Education Huntley Community School District 158."

For employees not covered by these Agreements:

The District maintains a complete personnel record for every current employee and former employee. The employees' personnel records shall be maintained under the Superintendent's direct supervision. An employee will be given access to his or her personnel records according to guidelines developed by the Superintendent.

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.*

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board 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 or designee'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*.

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 execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

CURRENT

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.

LEGAL REF.: 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), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: June 18, 2020

CURRENT

General Personnel

Family and Medical Leave [1]

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. [2]

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. [3]

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules.[4] In addition, a~~A~~ll policies and rules regarding the

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[1] State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy implements the very complex Family and Medical Leave Act, 29 U.S.C. §2612, (FMLA) and a school board is urged to have its attorney review it before adoption. A provision in State law expands eligibility for FMLA leave to school district employees who have been employed by the district for at least 12 months and work 1,000 ~~-~~hours (rather than the federal FMLA's 1,250 hours) in the 12-month period immediately preceding the leave, which effectively makes more educational support personnel eligible for the leave. See f/n 9, below. 105 ILCS 5/24-6.4, added by P.A. 102-335.

All public (and private) school employers are covered by the FMLA without regard to their number of employees. ~~(~~29 C.F.R. §§825.104 and~~&~~ 825.600~~)~~. To be eligible for FMLA leave, however, an educational employee must be employed at a worksite where at least 50 employees are employed within 75 miles. ~~(~~29 C.F.R. §825.600~~)~~.

The U.S. Dept~~.artment~~ of Labor (DOL), Wage & Hour Division, has a very helpful website containing forms, compliance guidance, posters, etc. (www.dol.gov/whd/fmla). It also contains a link to the complete FMLA rules, 29 C.F.R. Part 825.

[2] 29 C.F.R. §825.200 lists and explains the four methods boards may choose among for determining a 12-month period in which the 12-week entitlement occurs. While using a school year may be the easiest method to administer, **another method may be more suitable for the district**. Before changing to a different method of calculating the 12-month period, an employer must first give all employees at least 60-days' notice of the intended change; the transition must take place in such a way that the employees retain the full benefit of their leave entitlement under whichever method affords the greatest benefit to the employee. If the district fails to select an option, the one that provides the most beneficial outcome for employees will be used.

[3] 29 C.F.R. §825. Section 585 of the National Defense Authorization Act for FY 2008, Pub. L. 110-181, added two types of family military leave – qualifying exigency leave and servicemember family leave. The latter leave extends the possible FMLA leave to 26 weeks in a *single 12-month period*. For more information, see f/n 6.

[4] This paragraph presents only one of many possible alternatives. The FMLA permits an employee to choose to substitute paid leave for FMLA leave, and an employer to require an employee to substitute paid leave for FMLA leave (29 C.F.R. §825.207). Substitution of paid leave for FMLA purposes means that the unpaid FMLA leave and the paid leave run concurrently. The sample policy, in the interests of clarity and limiting absences, requires this substitution. For boards that do not allow for compensatory time-off and have not adopted policy 5:310, *Compensatory Time-Off*, delete ~~compensatory time-off and/or~~ from this sentence.

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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. [5]

FMLA leave is available in one or more of the following instances: [6]

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.

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In order to substitute paid leave for FMLA, it must be available for use under the employer's normal leave policies. For example, under 105 ILCS 5/24-6 and sample board policies 5:250, *Leaves of Absence*, and 5:330, *Sick Day, Vacation, Holidays, and Leaves*, an employee may only substitute 30 days of sick leave for birth without providing a medical certification, even if the employee has 100 sick days accrued; only 30 of those days are available for use.

Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, a district may not delay designating the leave as FMLA leave, and neither the employee nor a district may decline FMLA protection for that leave, even when a collective bargaining agreement requires or allows for such a delay. Further, when a district requires employees to substitute accrued paid leave for FMLA leave, all the benefits and protections that would otherwise apply during the paid leave (such as accrual of seniority) must continue to apply when substituting for FMLA leave. See *DOL Wage and Hour Division Letter FMLA 2019-3-A* (9-10-19), at:

www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019_09_10_3A_FMLA.pdf. Likewise, an employer may require an employee to substitute accrued comp time against the employee's FMLA leave entitlement. (29 C.F.R. §825.207(f). Sample policy 5:310, *Compensatory Time-Off*, addresses the acquisition and use of comp time. The FMLA rules also describe the interaction between FMLA leave and leave taken pursuant to a disability plan and workers' compensation leave. (29 C.F.R. §825.207(d) and& (e).

If employees have not previously been required to substitute accrued paid leave, this requirement's implementation may give rise to a duty to bargain because it affects the mandatory bargaining subject of employee paid leave.

5 29 C.F.R. §825.200(h). If a holiday occurs within the week taken as FMLA leave, the week is still counted as a week of FMLA leave. However, if an employee is using FMLA leave in increments of less than one week, the holiday will not count against the employee's FMLA entitlement.

6 29 C.F.R. §§825.112 and& 825.200. See §§825.120 and& 825.121 for birth or placement for adoption or foster care. *Spouse* includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state (29 C.F.R. §§825.102 and 825.122(b)). See also Obergefell v. Hodges, 135 S.Ct. 2584576 U.S. 644 (2015).

Leave for a qualifying exigency (reason number 5) is governed by 29 C.F.R. §§825.122 (definition) and& 825.126.

Leave to care for a covered servicemember (reason number 6) is governed by 29 C.F.R. §§825.122 (definition) & 825.127. An eligible employee may take 26 weeks of leave in different ''single 12-month periods'' to care for multiple servicemembers or to care for the same servicemember with a subsequent serious injury or illness. (29 C.F.R. §825.127).

Attorneys disagree whether the Illinois Family Military Leave Act, 820 ILCS 151/, applies to schools because its definition of *employer* does not specify school districts. A covered employer must allow a spouse, parent, child, or grandparent of a person called to military service to take an unpaid leave of 15 or 30 days, depending on the number of individuals employed by the employer. (Id. at 151/10(a)-(b)). The length of leave provided to an employee under State law because his or her spouse or child is called to military service is reduced by the number of days of leave provided under 29 U.S.C. §2612(a)(1)(E) because of any qualifying exigency arising out of the fact that the employee's spouse or child is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces. (820 ILCS 151/10(b)).

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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. [7]

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules. [8]

Eligibility [9]

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000~~250~~ 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.
2. The employee is a full-time classroom teacher.

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[7] 29 C.F.R. §§825.120(a)(3) (birth) and~~&~~ 825.121(a)(3) (adoption and foster care).

[8] 29 C.F.R. §§825.121(b), 825.202 - 825.205 and~~&~~ 825.601.

[9] 29 C.F.R. §§825.110, 825.111, and~~&~~ 825.600; 105 ILCS 5/24-6.4, added by P.A. 102-335. **The default policy language exceeds federal and State law requirements because it provides immediate eligibility to full-time classroom teachers.** A board may substitute the following to deny eligibility to classroom teachers who have not worked 12 months for the district, but it should first analyze collective bargaining consequences and seek its board attorney's advice:

> 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~~250~~ 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 7 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.
>
> A service break due to fulfillment of covered service obligation is found in the *Glossary of Terms Used in FMLA* available at: webapps.dol.gov/elaws/whd/fmla/3.aspx?Glossary_Word=ELIGIBLE.

An employee's eligibility requires analysis of the information available in each case using the guidance in §825.110. Any week during which an employee is maintained on the payroll, even if the employee does not work that week, is counted toward the 12-months' service requirement. ~~(~~Id. at 825.110(b)(3)~~)~~.

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Requesting Leave [10]

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 [11]

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 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.

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[10] 29 C.F.R. §§825.302-825.304 require an employee to notify the employer of the need for leave and to generally schedule leave for planned medical treatments in a way that the absences do not unduly disrupt the employer's operations. The policy's notice provisions are the shortest time frame allowable. ~~(~~29 C.F.R. §825.302~~)~~. The employee need not expressly request a leave under the FMLA. An employer may require that employees follow its usual and customary notice and procedural requirements for requesting leave.

[11] Requests for medical certification, 2nd and 3rd opinions, and recertification are governed by 29 C.F.R. §§825.305-825.310. The appropriate certification forms are available at www.dol.gov/agencies/whd/fmla/forms~~www.dol.gov/WHD/fmla/~~. Districts must inform the employee of the medical certification requirement and of the consequences for failing to provide it.

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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 [12]

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 [13]

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. [14]

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. [15]

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations. [16]

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[12] Required by 29 C.F.R. §825.209. The same health benefits means, for example, that if family member coverage is provided to an employee, family member coverage must be maintained during FMLA leave. If an employer provides a new health plan or benefits or changes health benefits or plans while an employee is on FMLA leave, the employee is entitled to the new or changed plan or benefits to the same extent as if the employee were not on leave. *Health benefits* do not include individual policies paid exclusively by the employee. Districts must provide an advance written description of how premium payments must be made. ~~(~~29 C.F.R. §825.210~~)~~. See f/n 1, above. Consult the board attorney about whether any existing collective bargaining agreements alter a district's obligation to continue health benefits even after exhaustion of FMLA.

If coverage lapses because an employee has not made required premium payments, the employer must still restore the employee to coverage and benefits when the employee returns from leave. ~~(~~29 C.F.R. §825.212~~)~~. 29 C.F.R. §825.213 governs how districts may recover premium payments if the employee fails to return to work after the leave entitlement is exhausted or expires. The board attorney must be consulted for the appropriate premium recovery method.

[13] This section is optional but allowed by 29 C.F.R. §825.311. Either or both sentences may be changed or omitted, provided the policy is applied uniformly.

[14] Requiring *fitness for duty* certification is optional but allowed by 29 C.F.R. §825.312. This sentence may be deleted or changed in accordance with the rule.

[15] 29 C.F.R. §§825.214 - 825.216 & 825.604. An equivalent position must have the same pay (including any unconditional pay increases), benefits, and working conditions and involve the same or substantially similar duties. ~~(~~29 C.F.R. §825.215~~)~~. Determining how an employee will be restored to an *equivalent position* is made on the basis of "established policies and practices" and collective bargaining agreements. ~~(~~29 C.F.R. §825.604~~)~~.

[16] Optional but allowed by 29 C.F.R. §825.602.

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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;[17] 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. [18]

LEGAL REF.: ~~Family and Medical Leave Act,~~ 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), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[17] School districts must provide employees a general notice explaining the FMLA and the process for filing complaints. ~~(~~29 C.F.R. §825.300(a)~~)~~. This notice must also be provided to FMLA-covered employees; distribution may be accomplished electronically. A poster is available at www.dol.gov/WHD/fmla, The Family and Medical Leave Act Poster.

When an employee requests FMLA leave or when the employer acquires knowledge that an employee's leave may be for a FMLA-qualifying reason, the employer must provide the employee with a notice of eligibility (within five~~5~~ business days absent extenuating circumstances). ~~(~~29 C.F.R. §825.300(b)~~)~~. At the same time, the employer must provide the employee with a notice of rights and responsibilities. ~~(~~29 C.F.R. §825.300(c)~~)~~. Finally, the employer must notify the employee whether it has designated the leave as FMLA-qualifying. ~~(~~29 C.F.R. §825.300(d)~~)~~. The federal rules contain specific requirements for each of these notices. Fortunately, a prototype for each of these required notices is available at www.dol.gov/WHD/fmla (*WH-381 Notice of Eligibility and Rights & Responsibilities* and *WH-382 Designation Notice*). Willfully failing to provide the notices can subject an employer to a monetary penalty.

[18] 29 C.F.R. §825.102.

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General Personnel

Family and Medical Leave

Leave Description

The District will allow eligible employees to use a combination of paid and unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act for up to 12 workweeks in a consecutive 12-month period that begins on the date that leave commences. All types of leave used under this policy (whether accrued sick leave, vacation, personal, or unpaid leave) are used to calculate the duration of family leave up to the 12 workweek maximum. If the employee works less than full-time, the 12 workweeks of leave are based on the employee's normal work schedule. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

If the employee advises the District that he/she does not intend to return to work, the employment and the leave may be terminated. The employee will be permitted to take intermittent or reduced work schedule leave (reducing the number of hours per day or days per week worked) if the leave is due to a serious health condition of the employee or a family member and is medically necessary. Where leave is taken for the birth of a child or the placement of a child for adoption or foster care, the employee may also take leave intermittently or on a reduced work schedule leave, if approved. Where the intermittent or reduced work schedule leave is requested by the employee, the District may at its discretion temporarily transfer the employee to an alternative position with equivalent pay and benefits, if the new position will better accommodate the recurring periods of leave or the reduced work schedule leave.

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 activity duty or has been notified of an impending call or order to active duty, as provided in federal rules. The employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicated that the military member is on active duty or call to active duty status.
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.

CURRENT

Eligibility

To be eligible for FMLA leave, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and have been employed for at least 1,250 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. 430, et seq.
2. The employee is a full-time classroom teacher who has been employed for at least 12 months.

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 within 2 business days of when the need becomes known to the employee. 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.

Employees may utilize his or her existing benefits as follows:

Benefit Type	Duration
Sick Pay	Period of disability as certified by physician.
Vacation Days	Up to the employee's annual amount after the exhaustion of sick pay.
Personal Days	Up to 4 days after the exhaustion of sick and vacation pay.

Any leave permitted by this policy will count against the employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan. Use of family and medical 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 family and medical leave shall not serve to extend such other unpaid leave.

Certification

Within 15 calendar days after the request, 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.

CURRENT

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 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 may result in a denial of the leave request.

Continuation of Health Benefits

While the employee is on paid family leave, most of the employee's benefits will be continued as for an active employee. The employee's contributions will continue to be deducted through payroll deductions.

During unpaid leave, medical and dental benefits are continued, and the District will pay the same amount toward the cost of these benefits as for active employees. Employees must send in monthly premium payments to Human Resources pursuant to arrangements made at the time the leave commences. Medical and dental benefits will not be continued if the employee's premium payment is more than ten days late.

During unpaid leave, employees will be required to send in monthly premium payments for voluntary life insurance.

During unpaid leave, employee contributions to the Flexible Spending Account (FSA) stop.

Return to Work

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to the District's reassignment policies and practices. If the employee's FMLA leave extends beyond the 12 work week limitation, the District does not guarantee that the employee will be restored to her/his prior position or to any position.

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 response 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.

CURRENT

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves).

ADOPTED: February 15, 2007

REVISED: January 19, 2017

CURRENT

Professional Personnel

Terms and Conditions of Employment and Dismissal [1]

The School Board 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. [2]

School Year

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days.[3] Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans~~'~~ Day). [4]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. The local collective bargaining agreement may contain provisions that exceed these requirements. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement."

Evaluation, tenure, and dismissals changed significantly from 2013 to 2016 as P.A.s 96-861, 97-8, and 98-513 were implemented. These public acts are referred to as *Education Reform* or *Education Reform Acts*.

[2] This paragraph is consistent with the IASB's *Foundational Principles of Effective Governance*, at: www.iasb.com/IASB/media/Documents/found_prin.pdf. Boards have three options for using this paragraph: (1) use it as an introduction to the policy; (2) use it alone leaving the specific other topics for administrative implementation; or (3) do not use it.

[3] 105 ILCS 5/10-19, amended by P.A.s ~~.~~ 101-12 and 101-643. See 6:20, *School Year Calendar and Day*.

[4] 105 ILCS 5/24-2(b). See 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for a holiday listing as well as a discussion of the case finding the State-mandated school holiday on Good Friday unconstitutional. 105 ILCS 5/24-2, amended by P.A.s 101-642, 102-14, 102-15, and 102-334 prohibits districts from making a deduction "from the time or compensation of a school employee on account of any legal or special holiday."

10 ILCS 5/2B-10, added by P.A. 101-642, 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and scheduled to be repealed on 1-1-23, and 105 ILCS 5/24-2(e), amended by P.A.s 101-642 and 102-15, designate~~d~~s 2020 Election Day on 11-3-2020 and 2022 Election Day on 11-8-22 as ~~a~~ legal school holidays for purposes of 105 ILCS 5/24-2. ~~It requires all government offices, with the exception of election authorities, to be closed unless authorized to be used as a location for Election Day services or as a polling place.~~ 10 ILCS 5/2B-10, added by P.A. 101-642, and 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and scheduled to be repealed on 1-1-23, requires any school closed on 2020 or 2022 Election Day ~~under it~~ to make itself available to an election authority as a polling place on those days ~~for 2020 General Election Day and comply with all safety and health practices established by the Ill. Department of Public Health (IDPH)~~.

No waiver exists for ~~2020~~2022 Election Day. 105 ILCS 5/24-24(b) and (e), amended by P.A.s 101-642 and 102-15.

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School Day

Teachers are required to work the school day adopted by the Board.[5] Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer. [6]

The District accommodates employees who are nursing mothers according to provisions in State and federal law. [7]

Salary

Teachers shall be paid according to the salaries fixed by the Board, but in no case less than the minimum salary provided by the School Code.[8] Teachers shall be paid at least monthly on a 10- or 12-month basis. [9]

Assignments and Transfers

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments.[10] In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

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. [11]

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[5] A school day is required to consist of a minimum of five clock hours under the direct supervision of a teacher or non-teaching personnel or volunteer personnel that provides non-teaching or supervisory duties as specified in 105 ILCS 5/10-22.34(a) in order to qualify as a full day of attendance. 105 ILCS 5/10-19.05(a) and (j-5), added by P.A. 101-12 and amended by P.A. 101-643. See www.isbe.net/school-calendar for ISBE's instructional day changes notice regarding this law. See 105 ILCS 5/10-19.05, added by P.A. 101-12 and amended by P.A. 101-643, for additional exceptions to the attendance calculation.

[6] 105 ILCS 5/24-9.

[7] 740 ILCS 137/; 820 ILCS 260/~~, amended by P.A. 100-1003~~. Ill. law requires more of employers than federal law. Consult the board attorney to ensure the district is properly accommodating nursing mothers. See 5:10-AP, *Workplace Accommodations for Nursing Mothers.*

[8] 105 ILCS 5/10-20.7, 5/10-21.1, 5/24-1, and 5/24-8, amended by P.A. 101-443 (minimum salary). Salaries are a mandatory subject of collective bargaining. 115 ILCS 5/10. Annually, by Oct. 1, each district must: (1) during an open school board meeting, report salary and benefits information for the superintendent, administrators, and teachers; (2) publish that information on the district's website, if any; and (3) provide this information to ISBE. 105 ILCS 5/10-20.47. According to a Public Access Counselor (PAC) *Informal Mediation* letter interpreting 5 ILCS 120/7.3, an IMRF employer must post on its website the names of employees having a total compensation package that exceeds $75,000 per year. 2012 PAC 19808 (Informal Mediation by the Ill. Attorney General's Public Access Counselor (PAC)); see PAC Annual Report for 2012 at www.foia.ilattorneygeneral.net/pdf/Public_Access_Counselor_Annual_Report_2012.pdf).

[9] 105 ILCS 5/24-21.

[10] Districts are required to have a policy on the distribution of the listed assignments. 23 Ill.Admin.Code §1.420(d).

Absent an individual or collective bargaining agreement, the board has unilateral discretion to assign or retain a teacher to or in an extracurricular duty. Betebenner v. Bd. of Educ., 336 Ill.App. 448 (4th Dist. 1949); Dist. 300 Educ. Assoc. v. Bd. of Educ., 31 Ill.App.3d 550 (2nd Dist. 1975); Lewis v. Bd. of Educ., 181 Ill.App.~~3~~3d 689 (5th Dist. 1989).

[11] Optional. This subhead provides information to district employees and the community that 105 ILCS 5/14-1.09a~~, amended by P.A. 100-356,~~ prohibits school social workers from moonlighting by providing services to students attending the districts in which they are employed. Delete "~~5/10-20.65, 5/14-1.09a,~~" from the Legal References if the board deletes this subhead.

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Dismissal

The District will follow State law when dismissing a teacher. [12]

Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law. [13]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[12] All dismissal laws in the chart below were amended by the *Education Reform Acts*. 105 ILCS 5/24A-5.5, added by P.A. 101-591, requires districts to develop and implement a local appeals process for unsatisfactory ratings issued to teachers under 105 ILCS 5/24A-5, amended by P.A.s 101-643 and 102-252. Districts must: (1) develop the process in cooperation with the bargaining unit or teachers, if applicable, and (2) include an assessment of the original rating by a panel of qualified evaluators agreed to by the PERA joint committee (105 ILCS 5/24A-4(b)).

Non-tenure Teacher Discharge	105 ILCS 5/24-11, amended by P.A.s 101-643 and 102-552
Tenured and Non-tenure Teachers Reduction in Force	105 ILCS 5/24-12(b), amended by P.A. 101-643, and (c)
Tenured Teacher Discharge Where Cause Remediable	105 ILCS 5/24-12(d) (prior reasonable warning required) 105 ILCS 5/24-12(d) (procedural mandates) 105 ILCS 5/10-22.4 (general authority)
Tenured Teacher Discharge Where Cause Irremediable	105 ILCS 5/24-12(d) (no prior warning required) 105 ILCS 5/24-12(d) (procedural mandates) 105 ILCS 5/10-22.4 (general authority)
Tenured Teacher Discharge Failure to complete remediation plan with a rating of *Proficient or Excellent*	105 ILCS 5/24A-5(m) (participation in remediation plan after unsatisfactory evaluation) 105 ILCS 5/24-12(d)(1), amended by P.A. 101-643 (no prior warning required if cause(s) were subject of remediation plan) 105 ILCS 5/24-12(d) (procedural mandates) 105 ILCS 5/10-22.4 (general authority)
Tenured Teacher Discharge - Optional Alternative Evaluative Dismissal Process for PERA Evaluation Failure to complete remediation plan with a *Proficient* or better rating 105 ILCS 5/24A-2.5	105 ILCS 5/24-16.5(d) (provide written notice) 105 ILCS 5/24-16.5 (pre-remediation and remediation procedural mandates) 105 ILCS 5/24-16.5(e) and (f) (school board makes final decision with only PERA-trained board members participating in vote)
Tenured Teacher Discharge *Unsatisfactory* PERA evaluation within 36 months of completing a remediation plan 105 ILCS 5/24A-2.5	105 ILCS 5/24A-5(n), amended by P.A. 102-252 (forego remediation and proceed to dismissal) 105 ILCS 5/24-12(d) (procedural mandates) 105 ILCS 5/10-22.4 (general authority)
Educational Support Personnel Employees (non-licensed)	105 ILCS 5/10-23.5, amended by PA. 101-46
Probationary Teacher (non-tenure teacher)	105 ILCS 5/24-11, amended by P.A. 101-643

Various components of a RIF (e.g., impact and decision to RIF) and an evaluation plan (e.g., development, implementation, and impact) may be subject to mandatory collective bargaining. Central City Educ. Assoc. v. IELRB, 149 Ill.2d 496 (Ill. 1992).

Teacher RIF procedures were changed by 105 ILCS 5/24-12, amended by P.A. 101-643. See *PERA Overview for School Board Members*, question 13, "What is the process for selecting teachers for a reduction in force/layoff (RIF)" at: www.iasb.com/law/PERAoverview.pdf.

According to a binding opinion from the Ill. Public Access Counselor, a board must identify an employee by name in a motion to dismiss him or her. PAO 13-16. As this may be a significant change in practice with possible other legal consequences, a board should consult with the board attorney on this issue before dismissing an employee.

[13] 105 ILCS 5/24A-5, amended by P.A. 102-252. Teacher evaluation plans are covered in *PERA Overview for School Board Members* at: www.iasb.com/law/PERAoverview.pdf.

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On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 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~~1 et seq~~.
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.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

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Professional Personnel

Terms and Conditions of Employment and Dismissal

The Board 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 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

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans' Day).

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The District accommodates employees who are nursing mothers according to provisions in State and federal law.

Salary

Teachers shall be paid according to the salaries fixed by the Board, and in accordance with District policy 5:250, *Leaves of Absence*, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

Assignments and Transfers

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

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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.

Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

CURRENT

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 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 260/1 et seq.
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.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

Professional Personnel

Resignations [1]

Tenured teachers may resign at any time with consent of the School Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board. [2]

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., ~~842 N.E.2d 1230~~363 Ill.App.3d 433 (~~Ill.App.~~1st Dist. 2006).

Commented [DJ1]: LR style change only, no board action required.

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[1] State or federal law controls this policy's content.

[2] Districts may want to add a liquidated damages clause to individual teacher contracts in order to discourage teacher resignations in violation of this policy and law.

The term *school term* is undefined in 105 ILCS 5/24-14. There have been occasions where a regional superintendent has interpreted the school term to begin on a teacher institute day, rather than a student attendance day. A teacher who resigns during the school term, without the board's permission, in order to accept another teaching assignment may be referred by the board to the State Superintendent of Education, who shall convene an informal evidentiary hearing within 90 days after receipt of a resolution by the board. 105 ILCS 5/24-14, amended by P.A.s 100-531 and 102-552. The referral to the State Superintendent must contain: (1) a dated copy of the teacher's resignation letter; (2) a copy of the reporting district's current school year calendar; (3) proof of employment for the school year at issue; (4) documentation showing that the board did not accept the teacher's resignation; and (5) evidence that the teacher left the district in order to accept another teaching assignment. Id. A teacher found guilty of resigning during the school term to accept another teaching position without board consent will have his or her license suspended for one calendar year. Id. In lieu of a hearing and finding, the teacher may agree to a lesser licensure sanction at the discretion of the State Superintendent. Id. See also Park Forest Heights Sch.~~ool~~ Dist. v. State Teacher Certification Bd., ~~842 N.E.2d 1230~~363 Ill.App.3d 433 (~~Ill.App.~~1st Dist. 2006)(regional superintendent may suspend for one year the teaching certificate of a tenured or nontenured teacher who resigns to accept another position).

For further guidance, see Ill. State Board of Education non-regulatory guidance on the *Application of Section 24-14 of the Illinois School Code to Teacher Resignations* (10-28-19) at: www.isbe.net/Documents/section-24-14-guidance.pdf.

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Professional Personnel

Resignations and Retirement

Resignations

Tenured teachers may resign at any time with consent of the Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

Probationary teachers may resign during their contract period only with the Board's consent.

Retirement

Staff retirements shall be submitted and deemed effective at the close of a school year. To receive maximum retirement benefits, staff members planning retirement should submit written notice by March 1.

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1st 2006).

ADOPTED: May 17, 2001

REVISED: August 17, 2017

CURRENT

Professional Personnel

Substitute Teachers [1]

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 or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board.[2] 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: [3]

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[4] or Educator License with Stipulations[5] may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days. [6]

The Ill.~~inois~~ 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, but not more than 100 paid days in the same classroom. Beginning July 1, 202~~3~~1, a substitute teacher

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[1] State law controls this policy's content. Policy 5:30, *Hiring Process and Criteria*, contains the requirements for pre-employment investigations, e.g., a fingerprint based criminal history records check. See also 5:30-AP2, *Investigations*. Each board may require new substitute teacher employees to furnish evidence of physical fitness to perform duties assigned and must require new substitute teacher employees to furnish evidence of freedom from communicable disease. 105 ILCS 5/24-5(b-5)~~, added by P.A. 100-855~~. Evidence may consist of a physical examination, which must be performed within 90 days before the time it is presented to the board, and the substitute teacher bears the cost of the physical examination. Id. A new or existing substitute teacher may also be subject to additional health examinations as required by the Ill. Dept. of Public Health or by order of a local public health official. Id.

[2] 23 Ill.Admin.Code §1.790(a)(2), requires that any individual who serves as a substitute teacher for driver's education be endorsed for driver's education pursuant to 23 Ill.Admin.Code §25.100(k). 23 Ill.Admin.Code §25.100(k) has been renumbered as 23 Ill.Admin.Code §25.100(h), however §1.790(a)(2) still cites to §25.100(k).

[3] Substitute teaching licenses are governed by 105 ILCS 5/21B-20(3)~~, amended by P.A. 100-596~~; 23 Ill.Admin.Code §§1.790 and 25.520.

[4] Professional educator licenses are governed by 105 ILCS 5/21B-20(1) and 23 Ill.Admin.Code Part 25.

[5] Educator licenses with stipulations are governed by 105 ILCS 5/21B-20(2), amended by P.A. 101-594~~100-596~~, and 23 Ill.Admin.Code Part 25. 105 ILCS 5/21B-20(2)(E)~~, amended by P.A. 100-13,~~ permits an individual who holds a valid career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms. Similarly, 105 ILCS 5/21B-20(2)(F)~~, amended by P.A. 100-13,~~ permits an individual who holds a provisional or part-time provisional career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms.

[6] 105 ILCS 5/21B-20(4)~~, added by P.A. 100-596~~. Districts may not hire a short-term substitute teacher for teacher absences lasting six or more days. Id.

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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. [7]

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits. [8]

Short-Term Substitute Teachers [9]

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.[10] Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board. [11]

Emergency Situations [12]

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 within five business days after the employment of a substitute teacher in an emergency situation.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[7] 40 ILCS 5/16-118, amended by P.A.s ~~100-596 and~~ 101-645 (specifying permissible paid days and hours for TRS annuitants) and 102-537, and 16-150.1, amended by P.A.s 101-49 and 102-440 (TRS annuitants may return to teaching in a subject shortage area until 6-30-2~~1~~1). Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

[8] If a board provides substitute teachers other benefits, it may consider listing them here.

[9] 105 ILCS 5/21B-20(4)~~, added by P.A. 100-596,~~ governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. Id. Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. Id. Short-term substitutes may not be hired for teacher absences lasting six or more days. Id. 105 ILCS 5/21B-20(4) repeals on 7-1-23.

[10] 105 ILCS 5/10-20.6~~78, added by P.A. 100-596,~~ requires boards to conduct this training. This requirement provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for a short-term substitute teacher training program that provides individuals who hold a Short-Term Substitute Teaching License with information on curriculum, classroom management techniques, school safety, and district and building operations. See also 5:220-AP, *Substitute Teachers*, and f/n 3 in 5:220-AP. These expectations will be most effective when they reflect local conditions and circumstances. Training and curriculum for a short-term substitute teacher training program may be subjects of mandatory collective bargaining, therefore consulting with the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new programs for staff without first offering to negotiate them with the applicable exclusive bargaining representative.

School boards may choose to also offer this training program to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License. This provision repeals on 7-1-23.

[11] See f/n 6.

[12] 105 ILCS 5/21B-20(3). An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully licensed teacher for the vacant position. Id.

Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

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LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

DRAFT

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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 or short-term 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.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois 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, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, 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 establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

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. 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 within five business days after the employment of a substitute teacher in an emergency situation.

CURRENT

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20.(4).
23 Ill. Admin. Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

Professional Personnel

Leaves of Absence [1]

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 [2]

Each full-time professional staff member is granted 10 days sick leave each school year at full pay. Unused days are allowed to accumulate to 180 days. Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, ~~or~~ placement for adoption, or the acceptance of a child in need of foster care.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. It also provides policy coverage for those professional personnel who are not included in a bargaining unit or have employment contracts with conflicting provisions. Alternatively, if the policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the applicable collective bargaining agreement(s)."

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA) (29 U.S.C. §2612), amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child; (2) the adoption or foster placement of a child; (3) the serious health condition of an employee's spouse, parent, or child; (4) the employee's own serious health condition; (5) the existence of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on *covered active duty*; and (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. Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee's FMLA entitlement. 29 C.F.R. §825.207. See policy 5:185, *Family and Medical Leave*.

A plethora of State laws grant leaves to employees of the State and municipalities but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

[2] The provisions in this section are required by 105 ILCS 5/24-6, amended by P.A. 102-275 ~~100-513~~. Each specified number of days in this section is the statutory minimum. Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements.

Consult the board attorney about the Employee Sick Leave Act (ESLA). 820 ILCS 191/, amended by P.A. 102-4. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave ~~to care for an~~due to illness, ~~or~~ injury, medical appointment or *personal care* of a *covered family member*~~ed family member or to attend a medical appointment with a family member~~. Id. at 191/10(a), amended by P.A. 102-4. *Personal care* means: (1) activities to ensure a covered family member's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member unable to meet those needs himself or herself; and (2) being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care. Id. at 191/5, amended by P.A. 102-4. The ~~law~~ ESLA defines *covered family members* as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent. Id. ~~at 191/10(b)~~. Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

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As a condition for paying sick leave after three days absence for personal illness ~~or 30 days for birth~~[3] 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 chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) 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.

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. [4]

~~The use of paid sick leave F~~For purposes of adoption, ~~or~~ 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 ~~process~~or foster care process is underway. [5]

Child Bereavement Leave [6]

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 child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement

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[3] ~~The School Code does not state a time limit for how sick leave must be taken, including for birth. Some employee and unions have taken the position that the 30 days of sick leave for birth can be used consecutively before and after an intervening summer break. However, an Illinois appellate court found that to interpret 105 ILCS 5/24-6 to allow sick leave for birth to be taken over such a long break was unreasonable and not a fair reading of the statute. Dynak v. Bd. of Education of Wood Dale Sch. Dist. 7, 2019 IL App (2d) 180551. Consult the board attorney regarding requests for sick leave when the timing involves an intervening school break.~~

[4] 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in Dynak v. Bd. of Educ. of Wood Dale Sch. Dist. 7, 164 N.E.3d 1226 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week. Consult the board attorney for guidance on this issue.

[5] 105 ILCS 5/24-6, amended by P.A. 102-275.

[6] Child Bereavement Leave Act, 820 ILCS 154/; 56 Ill.Admin.Code Part 252. These paragraphs discuss child bereavement leave. 820 ILCS 154/5, defines an *eligible employee* under the same terms as an employee under FMLA (29 U.S.C. 2601 et seq.). See f/n 1 above.

The Act also provides that the leave must be completed within 60 days of the employee learning of the death of his or her *child*, as defined by 820 ILCS 154/5. However, that 60 day limitation does not apply where more than one child dies in a 12-month period. There may be times where an employer may want to grant more than 10 unpaid work days, e.g., when a deceased child lived in a foreign country, etc. Consult the board attorney to resolve the complexities of determining whether an employee is an eligible employee under the FMLA that would trigger this Act.

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Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child 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 substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Sabbatical Leave [7]

Sabbatical leave may be granted in accordance with the School Code.

Personal Leave [8]

Professional staff members are granted one personal leave day per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal three days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last five days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

Leave of Absence Without Pay [9]

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[7] State law provides guidelines for sabbatical leaves but does not require boards to offer them. 105 ILCS 5/24-6.1.

[8] State law does not address personal leave. It is not uncommon for professional staff to be granted more than one day of personal leave a year.

[9] State law does not address leaves of absence without pay other than stating that a mutually agreed leave will not affect a teacher's contractual continued service. 105 ILCS 5/24-13.

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Leave to Serve as an Election Judge [10]

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.

Child-Rearing Leave [11]

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy. [12]

A teacher should request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date.[13] The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess. [14]

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

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[10] This paragraph restates 10 ILCS 5/13-2.5. The statute does not state whether the notice requirement is *calendar* days or *business* days. Support for it being *calendar* days is found in 10 ILCS 5/1-6; support for it being *business* days is found in 10 ILCS 5/1-3.

Rather than duplicate the statute's requirements in separate policies, policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, grants the leave to support personnel on the terms applicable to professional staff.

[11] The School Code does not address child-rearing. FMLA grants eligible employees a combined total of 12 weeks each year, with exceptions for teachers at the end of the school year, for, among other things, a child's: (1) birth and first-year care, and (2) adoption or foster placement (see policy 5:185, *Family and Medical Leave*). Districts not covered by the FMLA must treat a request for child-care leave to care for an adopted infant on terms comparable to those given biological mothers. McWright v. Alexander, 982 F.2d 222 (7th Cir. 1992).

[12] Districts offering a child-rearing or maternity leave must be very careful not to violate anti-discrimination laws. Districts can prohibit pregnant teachers from combining paid disability leave with an unpaid maternity leave, provided that non-pregnant teachers are likewise prohibited from combining a paid disability leave with an unpaid general leave of absence. Maganuco v. Leyden Comm. High Sch. Dist. 212, 939 F.2d 440 (7th Cir. 1991); U.S. v. Consol. High Sch. Dist. 230, 983 F.2d 790 (7th Cir. 1993); E.E.O.C. v. Elgin Teachers' Ass'n., 780 F.Supp. 1195 (N.D.Ill. 1991). A sick leave bank exclusion of maternity benefits violates Title VII. U.S. v. Consol. High Sch. Dist. 230, supra.

[13] The length of the notice - here 90 days - is *not* covered by State or federal law. If an employee fails to provide this notice, the employee still has the right to request a family and medical leave which has a much shorter notice requirement (see policy 5:185, *Family and Medical Leave*), and could be followed by a child-rearing leave.

[14] For a high school, omit "the first day of school after winter recess" and insert "at the semester break." Alternatively, the board may want to be more flexible by stating:

> Every effort shall be made to have the leave minimally interrupt instructional continuity by ending . . .

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Leaves for Service in the Military [15]

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 [16]

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 [17]

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.[18] 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. [19]

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act. [20]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[15] Required by the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 5/24-13.1); the Service Member Employment and Reemployment Rights Act (330 ILCS 61/, ~~added by P.A. 100-1101,~~ streamlining several job-related protection laws into one statute, mandating leave for *active service*, and requiring the public employer to make up the difference between military pay and regular compensation); and the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301 et seq.).

[16] Required by 105 ILCS 5/24-13.

[17] State law provides guidelines for Dept. of Defense leaves but does not require boards to offer them. 105 ILCS 5/24-13.1.

[18] 820 ILCS 147/15, amended by P.A. 101-486~~, eff. 8-1-20~~.

[19] Id. The school visitation leave entitlement applies to both professional and educational support personnel. Rather than duplicate its requirements in separate policies, policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, grants the leave on the same terms applicable to professional staff.

[20] 820 ILCS 147/. Parents of children with *serious health conditions* may also be eligible to use FMLA leave for individualized education program (IEP) meetings. See U.S. Dept. of Labor *Wage and Hour Division Opinion Letter*, FMLA 2019-2-A (8-8-19), available at: ~~www.dol.gov/whd/opinion/search/index.htm?FMLA~~ www.dol.gov/agencies/whd/opinion-letters/search?FMLA.

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Leaves for Victims of Domestic Violence, Sexual Violence, ~~or~~ Gender Violence, or Other Crime of Violence [21]

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, ~~or~~ 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, ~~or~~ 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 without suffering adverse employment action.

The Victims' Economic Security and Safety Act 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, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period.[22] 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.). [23]

Leaves to Serve as an Officer or Trustee 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,[24] (2) 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,[25] and (3) a paid leave of absence for the local association

PROPOSED

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[21] Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A.s 101-221 and 102-487, ~~eff. 1-1-20,~~ and 56 Ill.Admin.Code §280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5), added by P.A. 101-221, ~~eff. 1-1-20~~. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence), or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. *Sexual violence* is not specifically defined in VESSA. While the law applies to all school districts (820 ILCS 180/10(10)), the number of employees determines the number of total workweeks of leave available during any 12-month period (820 ILCS 180/20(a)(2)). The term *employee* includes part-time workers. The Ill. Dept. of Labor must furnish to all employers a notice summarizing the law's requirements (*Your Rights Under Illinois Employment Laws* at: www2.illinois.gov/idol/Documents/flsposter.pdf#search=Your%20Rights%20Under%20Illinois%20Employment%20Laws. All districts must post this notice in a conspicuous place where notices to employees are customarily posted.

[22] If the district employs fewer than 50 employees, it may substitute the following sentence: "Accordingly, if the District employs at least 15 but not more than 49 employees, an employee is entitled to a total of eight work weeks of unpaid leave during any 12-month period." 820 ILCS 180/20(a)(2).

If the district employs at least one but not more than 14 employees, it may substitute the following sentence: "Accordingly, if the District employs at least one but not more than 14 employees, an employee is entitled to a total four (4) work weeks of leave during any 12-month period." 820 ILCS 180/20(a)(2).

[23] VESSA states that an employee does not have a right to take unpaid leave that exceeds the unpaid leave time allowed under the FMLA. 820 ILCS 180/20(a)(2). Section 25 creates an ambiguity by stating, "[t]he employer may not require the employee to substitute available paid or unpaid leave for [leave available to victims of domestic violence, sexual violence, or gender violence]," 820 ILCS 180/25, amended by P.A.s 101-221 and 102-487, ~~eff. 1-1-20~~. Contact the board attorney for advice resolving this ambiguity.

[24] Required by 105 ILCS 5/24-13.

[25] Required by 105 ILCS 5/24-6.3. See policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for the leave for an elected trustee for the Ill. Municipal Retirement Fund.

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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. [26]

LEGAL REF.: 10 ILCS 5/13-2.5.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child 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)

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[26] Required by 105 ILCS 5/24-6.2.

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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, and Personal Leave

Please refer to the current "Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158."

Sick leave is defined in State law as personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth 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 chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual advisor 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.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Child Bereavement Leave

State law allows a maximum of ten unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child 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 substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Leave of Absence Without Pay

Leave of absence without pay may be granted to professional staff members who have rendered satisfactory service to the District, according to the following conditions:

1. A professional teacher may be granted a leave of absence not to exceed one year. Application of such leave shall be submitted in writing to the Superintendent at least thirty (30) calendar

CURRENT

days in advance, provided the advanced application may be waived by the Board under appropriate circumstances. Such application shall be submitted to the Board at its next regular meeting.

2. No salary shall be paid during the leave nor shall the year be counted as a year taught on the salary schedule unless the teacher shall work more than 100 days full time.
3. After the leave, the teacher shall return to a position for which he/she is legally qualified.
4. A teacher granted a leave as hereunder may continue insurance benefits by paying all required premiums in advance to the month due.
5. A teacher granted leave hereunder of eight (8) months or more, as a condition thereof, shall advise the Superintendent in writing at least 180 calendar days prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.
6. The granting of, or withholding of leave shall be at the sole discretion of the Board and such action in one instance shall not be precedential with respect to any other application.

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.

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.

Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, or gender 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, or gender violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

CURRENT

The Victims' Economic Security and Safety Act, 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, 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 or Trustee 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) 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, and (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.

LEGAL REF.: 10 ILCS 5/13-2.5.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child 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: May 17, 2001

REVISED: March 19, 2020

CURRENT

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves [1]

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 [2]

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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. Alternatively, if the policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the applicable collective bargaining agreement."

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA) (29 U.S.C. §2612), amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child; (2) the adoption or foster placement of a child; (3) the serious health condition of an employee's spouse, parent, or child; (4) the employee's own serious health condition; (5) the existence of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) *covered active duty* in the Armed Forces; and (6) to care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness. The definition of *covered servicemember* includes a veteran "who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness" if the veteran was a member of the Armed Forces "at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy." 29 U.S.C. §2611. Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee's FMLA entitlement. 29 C.F.R. §825.207. See policy 5:185, *Family and Medical Leave*.

A plethora of State laws grant leaves to employees of the State and municipalities, but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

[2] This section contains the minimum benefits provided by 105 ILCS 5/24-6. Each specified number of days in this section is the statutory minimum. The School Code does not address whether an employee's 10 paid sick leave days are available upon employment, accrued over months, or after working for a certain period of time, e.g., one year. Also be aware that the Employee Sick Leave Act (820 ILCS 191/) allows employees to use employer-provided sick leave to care for an ill or injured *family* member or to attend a medical appointment with a family member. The law defines family members as a child, stepchild, spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent. Id. at 191/10(b). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury. Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements. Strict accounting of unused sick days is important to avoid:

1. Employees accumulating sick time on a full-time basis when they are truly working part-time hours;
2. Inconsistent treatment; and
3. Inaccurate reporting to IMRF (credit is given for full day unused sick days upon retirement). 40 ILCS 5/7-139(a)(8).

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workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. [3]

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, ~~or~~ placement for adoption, or the acceptance of a child in need of foster care. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness ~~or 30 days for birth~~ 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 chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) 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. [4]

~~The use of paid sick leave F~~For purposes of adoption, ~~or~~ 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

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[3] As this policy is consistent with the minimum requirements of State law, this provision on the maximum number of sick days that may be accumulated is based on the minimum number required as stated in 105 ILCS 5/24-6, amended by P.A. 102-275. The number may be increased to meet or exceed the number IMRF will recognize for retirement credit purposes. The following alternative does this: "Unused sick leave shall accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes."

The following optional provisions apply to boards that want to address the IMRF's requirement that public bodies must have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement. See 40 ILCS 5/7-139(a)(8). See also IMRF General Memorandum #555 at: www.imrf.org/en/publications-and-archive/general-memos/2007-general-memos/general-memo-555.

Option 1: No collective bargaining agreement applies and the board wants to publicize its written plan. Insert the following sentence: This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Ill. Municipal Retirement Fund.

Option 2: A local collective bargaining agreement contains the written plan and the board wants to publicize it. Insert the following sentence: Please refer to the applicable collective bargaining agreement(s) for the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee's retirement under the Ill. Municipal Retirement Fund.

Option 3: A district maintains two separate sick leave plans, one for employees under a collective bargaining agreement, and one for non-unionized employees. Insert the text for both Option 1 and Option 2.

Note: If Options 1, 2, or 3 are chosen, add 40 ILCS 5/7-139 to the Legal References. If the board does not have a written sick leave plan for purposes of IMRF sick leave to service credit conversion or does not wish to include it in the policy, do not include any of the options above or add the citation to the Legal References.

[4] 105 ILCS 5/24-6, amended by P.A. 102-275.

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underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [5]

Vacation [6]

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. [7]

Holidays [8]

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:

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[5] 105 ILCS 5/24-6, amended by P.A.s 100-513 and 102-275.

[6] State law does not require districts to give employees vacations.

[7] Required by 820 ILCS 115/5 and 56 Ill.Admin.Code §300.520 (Earned Vacations).

[8] Holidays are listed in 105 ILCS 5/24-2(a), (e), amended by P.A.s 101-642, 102-14, 102-15, and 102-334; 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and scheduled to be repealed on 1-1-23 ~~and 10 ILCS 5/2B-10, added by P.A. 101-642~~. For information on the waiver process allowed by 105 ILCS 5/24-2(b), see 2:20-E, *Waiver and Modification Request Resource Guide*. Holidays not specified in the School or Election Codes may be added to the policy; however, boards adding additional holidays should monitor and review to ensure the list remains current.

A State-mandated school holiday on Good Friday is unconstitutional according to Metzl v. Leininger, 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may be permissible for those districts able to demonstrate that remaining open would be a waste of educational resources because of widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a spring holiday rationale or ensuring that it falls within spring break. School districts should discuss their options, including the collective bargaining implications, with their board attorney.

For more information about ~~2020~~2022 Election Day, see the discussion in f/n 4 in 5:200, *Terms and Conditions of Employment and Dismissal*. 2020 Election Day remains a holiday listed in 105 ILCS 5/24-2(e), amended by P.A. 102-15, but no longer appears in this policy.

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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
Veteran's Day
2022~~20~~ 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 [9]

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.
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.~~inois~~ 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 105 ILCS 5/24-6.3. [10]

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~~s~~ for Service in the Military ~~and General Assembly~~. [11]
~~1.~~2. Leave for Service in the General Assembly. [12]
~~2.~~3. School Visitation Leave. [13]

Commented [DJ1]: Text formerly in f/n 11 now appears in a new f/n 12.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[9] State law does not address personal leave. It is not uncommon for boards to grant educational support personnel the same number of personal leave days as are granted to professional staff.

[10] Required by 105 ILCS 5/24-6.3. A similar leave exists for an elected trustee for the Ill. Teachers' Retirement System. See 5:250, *Leaves of Absence*.

[11] Military leave is governed by the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 13.1); the Service Member Employment and Reemployment Rights Act (330 ILCS 61/, added by P.A. 100-1101, streamlining several job-related protection laws into one statute, mandating leave for *active service* and requiring the public employer to make up the difference between military pay and regular compensation); and the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301 et seq.).

[12] Granting General Assembly leave to ESPs is optional.

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~~3.~~4. Leaves for Victims of Domestic Violence, Sexual Violence, ~~or~~ Gender Violence, or Other Crime of Violence. [14]

~~4.~~5. Child Bereavement Leave. [15]

~~5.~~6. Leave to serve as an election judge. [16]

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Child 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)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[13] 820 ILCS 147/, amended by P.A. 101-486. See policy 5:250, *Leaves of Absence*, and 5:250-AP, *School Visitation Leave*.

[14] Required by Victims' Economic Security and Safety Act (820 ILCS 180/, amended by P.A.s 101-221 and 102-487) and 56 Ill.Admin.Code Part 280. Important information about this leave is discussed in f/ns ~~20,~~ 21, 22 and ~~23~~2 of 5:250, *Leaves of Absence*.

[15] 820 ILCS 154/; 56 Ill.Admin.Code Part 252. Important information about this leave is discussed in f/n ~~65~~ of 5:250, *Leaves of Absence*.

[16] 10 ILCS 5/13-2.5.

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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 current "Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Huntley Community School District 158 Board of Education."

Probationary employees and employees hired on or after March 1, 2009 who work at least 600 hours per year, shall be entitled to ten (10) days of sick leave per year for the first four (4) years of their employment. After completion of an employee's fourth year, he or she shall be entitled to fourteen (14) days of sick leave per term without loss of pay.

10 Month, probationary employees accrue sick time at 1 day per month over 10 months.
12 Month, probationary employees accrue sick time at .833 days per month over 12 months.
10 Month, non-probationary employees accrue sick time at 1.4 days per month over 10 months.
12 Month, non-probationary employees accrue sick time at 1.17 days per month over 12 months.

Part-time employees will receive sick day pay equivalent to their regular work day. 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, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth 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 chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) 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.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation

Please refer to the current "Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158."

Full-time employees whose regular work year is 260 days shall be entitled to paid vacation according to the following schedule:

CURRENT

1. After six (6) months consecutive service, five (5) days to be taken before the close of the first fiscal year.
2. Beginning at the start of the second fiscal year, and continuing for the duration of the first ten consecutive years, ten (10) days.
3. After (10) years of consecutive service, fifteen (15) days.
4. After twenty (20) years of consecutive service, twenty (20) days.
5. For employees who have one or more years of service, the Board shall transfer up to five (5) unused vacation days to their cumulative sick leave at the end of each fiscal year.

Employees will be allowed to carry 1/3 of their issued vacation to the next fiscal year. However, this amount must be used by the next December 31st following the close of the fiscal year in which the vacation time was earned. Any of the unused vacation time shall be transferred to sick time to be used for extended time off per FMLA or for retirement reporting purposes. Vacation time is not cumulative.

The Superintendent, or his designee, shall attempt to arrange vacation days so that the school operation continues to operate in an effective and efficient manner. Accordingly, vacation days granted will be determined in accordance with the needs of the school.

Holidays

Please refer to the current "Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158."

For employees not covered by this agreement, the following days will be observed:

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
Independence Day
Labor Day
Columbus Day
Veteran's Day
2020 Election Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

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.

If a holiday is waived or falls on a Saturday or Sunday, it will be observed on a workday designated by the Superintendent.

Personal Leave

Please refer to the current "Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158."

Employees not covered by this agreement with 6 months of consecutive service to the District shall receive leave of absence with pay on the same terms and conditions as employees covered by this agreement.

CURRENT

Personal leave shall not be allowed for participation in a work stoppage, recreation or to accompany another person on a pleasure trip.

Except in the case of an emergency, as approved by the Superintendent or designee, or for observations of a recognized religious holiday of the employee's faith, the following days shall not be utilized for personal business leave:

1. the first and last week of school for students,
2. a weekday immediately preceding a weekday legal holiday,
3. a weekday immediately preceding or the day of a weekday of student non-attendance day/half day,
4. a Friday before a Monday student non-attendance day/half day.

The employee shall suffer no loss of pay for such leave unless the aforementioned conditions have been violated.

Leave to Serve as a Trustee of the Illinois 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 105 ILCS 5/24-6.3.

Bereavement Leave

Please refer to the current "Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158."

For employees not covered by this Agreement:

Educational support personnel may receive the same bereavement leave that is granted professional staff.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

CURRENT

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Child 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 (Professional Personnel – Leaves of Absence)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

Instruction

School Accountability [1]

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.[2] To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning* with accompanying *Illinois Learning Standards*. [3]

The School Board 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. [4]
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. [5]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content.

[2] 105 ILCS 5/27-1.

[3] 23 Ill.Admin.Code §1, Appendix D.

[4] 105 ILCS 5/2-3.25 - 2-3.25b~~, amended by P.A. 100-1046~~; 23 Ill.Admin.Code §§1.10(a) and 1.20.

[5] 105 ILCS 5/2-3.25a~~, amended by P.A.s 99-193, 99-657, and 100-1046~~; 5/2-3.64a-5, amended by P.A.~~s 100-1046 and~~ 101-643. First, the General Assembly~~105 ILCS 5/2-3.25a, amended by P.A. 99-193,~~ significantly revised the system of standards for school districts and schools. Next, it~~105 ILCS 5/2-3.25a, amended by P.A. 99-657,~~ delayed certain implementation dates by one school year. Then, it~~105 ILCS 5/2-3.25a, amended by P.A. 100-1046,~~ further revised the system of standards for school districts and schools. Annual state assessments required by 105 ILCS 5/2-3.64a-5(c), amended by P.A.~~s 100-1046 and~~ 101-643, are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. 105 ILCS 5/2-3.64a-5(c), as amended by P.A. 101-643. ISBE must establish recognition standards for student performance and school improvement for all districts and their individual schools, and~~. ISBE must~~ outline accountability measures in its State plan that it submits to the U.S. Dept. of Education under the Every Student Succeeds Act (ESSA) (Pub. L. 114-95). If ESSA ceases to require a state plan, then ISBE must develop a written plan in consultation with the Ill. Balanced Accountability Measure (IBAM) Committee. 105 ILCS 5/2-3.25a~~, amended by P.A.s 99-193, 99-657, and 100-1046~~.

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3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation. [6]

4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law. [7]

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. [8]

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)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[6] The requirements around district and school improvement plans are unknown until ISBE revises its rules at 23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements following P.A.s 99-193 and 100-1046. P.A. 99-193 deleted the requirements concerning improvement plans as well as the sanctions for failing to make adequate yearly progress contained in 105 ILCS 5/2-3.25d, but then P.A. 100-1046 repealed 105 ILCS 5/2-3.25d in its entirety. 105 ILCS 5/2-3.25f(a) continues to state that ISBE "shall provide technical assistance to assist with the development and implementation of School and District Improvement Plans" and that schools or districts "that fail to make reasonable efforts to implement an approved Improvement Plan may suffer loss of State funds by school district, attendance center, or program as the State Board of Education deems appropriate."

[7] 105 ILCS 5/10-17a, amended by P.A.s ~~100-807, 100-1121, and~~ 101-68, amended by P.A. 102-294, eff. 1-1-22 (data on the number of incidents of violence that occurred on school grounds or during school-related activities and that resulted in an out-of-school suspension, expulsion, or removal to an alternative setting), 102-594, eff. 7-1-22 (the number of teachers who are National Board Certified Teachers, disaggregated by race and ethnicity), and P.A. 102-539 (school report card deliveries delayed until 12-31 in years when the Governor declares a public health emergency).

Districts must present the report card at a regular board meeting, post it on the district's website, make it available to newspapers of general circulation in the district, notify parents/guardians of its availability on the district's website, provide it to parents/guardians on request, submit it to the regional superintendent or appropriate Intermediate Service Center, and otherwise disseminate it as required by State law. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records.*

[8] Required by 105 ILCS 5/2-3.153~~, amended by P.A. 100-1046,~~ and 23 Ill.Admin.Code §1.97. The State Superintendent must publicly report on the survey indicators of learning conditions resulting from the administration of the instrument at the individual school, district, and State levels. A district may use an alternate learning instrument approved by the State Superintendent at its own cost. These survey instruments are authorized by July 1 each year and posted at: www.isbe.net/Pages/5Essentials-Survey.aspx. 23 Ill.Admin.Code §1.97(g)(1)-(2). To use an alternate survey instrument, the district must submit a form developed for this purpose and posted at www.isbe.net/Pages/5Essentials-Survey.aspx to the State Superintendent on or before a date established by the State Superintendent each year. Id.

Insert the following sentence for districts that administer an alternate survey of learning conditions at their own cost: "The District has elected to use an alternate climate survey of learning conditions instrument."

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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* with accompanying *Illinois Learning Standards*.

The Board 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 District and 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 a 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, 5/10-21.3a, 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: May 17, 2001

REVISED: May 16, 2019

CURRENT

Instruction

School Year Calendar and Day [1]

School Calendar

The School Board, 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.[2] The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance. [3]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

[2] State-mandated school holidays are found in 105 ILCS 5/24-2, amended by P.A.s 101-642 and 102-15. See policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for a holiday listing. The law allows a school board to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on five identified school holidays if: (1) the school board first holds a public hearing on the proposal; and (2) the person or persons honored by the holiday are recognized through instructional activities conducted on the school holiday or on the first school day preceding or following the school holiday. Districts must redo the public hearing process in the event they change plans for use of holidays. See Ill. State Board of Education (ISBE) guidance at: www.isbe.net/Documents/district-holiday-plans13.pdf. This is an item on which collective bargaining may be required, and a board that wishes to implement this law should consult its attorney.

A State mandated school holiday on *Good Friday* is unconstitutional according to Metzl v. Leininger, 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may still be permissible for those districts able to demonstrate, e.g., through surveys, that remaining open would be a waste of educational resources due to widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a *spring holiday* rationale or ensuring that it falls within spring break. School districts should discuss all of these options, and collective bargaining implications with their board attorneys.

If the county board or board of election commissioners chooses a school to be a polling place, the school district must make the school available. 10 ILCS 5/11-4.1. For the Election Day, the law encourages a school district to either: (1) close the school; or (2) hold a teachers' institute on that day with the students not in attendance. Id. ~~10 ILCS 5/2B-10~~ and 105 ILCS 5/24-2, amended by P.A.s 101-642 and 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and repealing on 1-1-23, required all government offices, with the exception of election authorities, to be closed, unless authorized to be used as a location for election day services or as a polling place for *2020 General Election Day*, and it required schools to be available to an election authority as a polling place for *2020 General Election Day* and on 11-8-22 for *2022 General Election Day*. Id.

[3] The school calendar must have a minimum 185 days to ensure 176 days of actual pupil attendance that may include remote learning days, blended remote learning days, and up to five remote and blended remote learning planning days pursuant to 105 ILCS 5/10-30, added by P.A. 101-643. 105 ILCS 5/10-19, amended by P.A. ~~s.~~ 101-12 and 101-643, and 5/24-1; 23 Ill.Admin.Code §1.420. See policy 4:180, *Pandemic Preparedness; Management; and Recovery*, for information about remote and/or blended remote learning day plans. Schools must be closed during county institute. 105 ILCS 5/24-3. The school calendar may be a mandatory subject of collective bargaining. The calendar for the school term and any changes must be submitted to and approved by the regional superintendent before the calendar or changes may take effect. 105 ILCS 5/10-19.

E-learning days allow a school district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56, added by P.A. 101-12 and amended by P.A.s 101-643 and 102-584 (e-learning days allowed when a school is selected as a polling place under the Election Code), opened~~s~~ the use of e-learning days from three pilot districts to all districts that meet the requirements of the statute. Before a school district can implement an e-learning program and use e-learning days it must, along with other requirements (1) hold a public hearing on the initial proposal for the e-learning program, (2) obtain verification from the Regional Office of Education (ROE) or Intermediate Service Center (ISC) for the school district that the initial proposal meets the requirements specified in the law, and (3) by resolution adopt a research-based program for district-wide e-learning days. Before implementing an e-learning program, boards must collectively bargain the impact of the program on the wages, hours, terms and conditions of employment with employee representative(s). More information about e-learning is available at: www.isbe.net/Pages/Electronic-Learning.aspx.

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Commemorative Holidays

The teachers and students shall 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.[4] The Board may, from time to time, designate a regular school day as a commemorative holiday.

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[4] 105 ILCS 5/24-2(c), amended by P.A. 102-411 lists the following as commemorative holidays: Jan. 17 (Muhammad Ali's birthday), Jan. 28 (Christa McAuliffe Day commemorating space exploration); Feb. 15 (Susan B. Anthony's birthday); Mar. 29 (Vietnam War Veterans' Day); Sept. 11 (Sept. 11th Day of Remembrance); the school day immediately preceding Veterans' Day (Korean War Veterans' Day); Oct. 1 (Recycling Day); Oct. 7 (Iraq and Afghanistan Veterans Remembrance Day); and Dec. 7 (Pearl Harbor Veterans' Day).

Other commemorative holidays include, but are not limited to: Arbor and Bird Day on the last Friday in April (105 ILCS 5/27-18); Leif Erickson Day on October 9 if a school day and otherwise on a school day nearest the date (105 ILCS 5/27-19); American Indian Day on the 4th Friday of September (105 ILCS 5/27-20); Ill. Law Week during the first full school week in May (105 ILCS 5/27-20.1); Just Say No Day on a school day in May designated by official proclamation of the Governor (105 ILCS 5/20.2); Ronald Reagan Day on Feb. 6 (5 ILCS 490/2); Barack Obama Day on August 4 (5 ILCS 490/3); Indigenous Peoples Day on the last Monday in September (5 ILCS 490/7); Lincoln's Birthday February 12 (5 ILCS 490/60); Juneteenth National Freedom Day on June 19 each year (5 ILCS 490/63, amended by P.A.s 102-14, eff. 1-1-22 (second to pass both houses and controlling (5 ILCS 70/6)) and 102-334 (first to pass both houses)) – potential conflicts related to celebrating Juneteenth when it falls on a Saturday or Sunday exist, e.g., P.A. 102-14 states "when June nineteenth falls on a Saturday or Sunday, neither the preceding Friday nor the following Monday shall be held or considered as a *paid* holiday" but contrast P.A. 102-334, stating "when June nineteenth falls on a Sunday, the following Monday shall be held and considered the holiday" – notice the word *paid* is missing; consult the board attorney about whether Juneteenth should be celebrated as an *unpaid holiday* on either the preceding Friday or the following Monday when it falls on a Saturday or Sunday, respectively, or not at all when it falls on a Saturday); Martin Luther King, Jr. Birthday the third Monday in January (5 ILCS 490/65); Prairie Week the third full week in September (5 ILCS 490/75); Retired Teachers' Week the fourth week in May (5 ILCS 490/80); Veterans Day November 11 (5 ILCS 490/90); Preventing Lost Potential Day September 19 (5 ILCS 490/141); Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade on March 25 (5 ILCS 490/155); the first full week of January is Emancipation Proclamation Week (5 ILCS 490/160); Mother Mary Ann Bickerdyke Day on the second Wednesday in May (5 ILCS 490/175); ~~and~~ April is Arab American Heritage Month (5 ILCS 490/6~~, amended by P.A. 100-1150~~); and the first full week of April each year is Autism Acceptance Week (5 ILCS 490/137, added by P.A. 102-588).

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School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements.[5] The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance. [6]

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[5] A school day is required to consist of a minimum five clock-hours under the direct supervision of a teacher or non-teaching personnel or volunteer personnel that provides non-teaching or supervisory duties as specified in 105 ILCS 5/10-22.34(a), in order to qualify as a full day of attendance, unless (1) the Governor issues a disaster declaration due to a public health emergency pursuant 20 ILCS 3305/7, and (2) the State Superintendent of Education establishes minimum clock-hour requirements to align with the circumstances of the Governor's disaster declaration. 105 ILCS 5/10-19.05, added by P.A. 101-12 and amended by P.A. 101-643. See www.isbe.net/Documents/SB28Instructional-Day.pdf for ISBE's notice regarding this law. See 105 ILCS 5/10-19.05, added by P.A. 101-12, for additional exceptions to the attendance calculation.

Contrast 105 ILCS 5/18-12~~, amended by P.A. 100-28~~. It allows a partial day of attendance to be counted as a full day due to an adverse weather condition, condition beyond the control of the school district that poses a health and safety threat, or use of school facilities by local or county authorities for holding a memorial or funeral service in remembrance of a community member (up to two school days per school year) provided one of following conditions is met: (1) the school district has provided at least one hour of instruction prior to the closure of the school district; (2) a school building has provided at least one hour of instruction prior to the closure of the school building; or (3) the normal start time of the school district is delayed. The law also outlines the process to claim attendance prior to providing any instruction when a school district must close a building or buildings, but not the entire district, after consultation with a local emergency response agency or due to a condition beyond the control of the district. Additionally, 105 ILCS 5/18-12.5 outlines the process for claiming attendance when a school district must close a building or buildings, but not the entire district, specifically because of a public health emergency. Attendance for such days may only be claimed if the school building(s) was scheduled to be in operation on those days.

Alternative education programs may provide fewer than five hours under certain circumstances. 105 ILCS 5/2-3.33a and 5/13B-50.

[6] 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Note that the Illinois statute does not require every student to recite the Pledge – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the Pledge, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the Pledge. West Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624 (1943); Sherman v. C~~o~~m~~muni~~ty Consol.~~idated~~ Sch. Dist. 21 of Wheeling T~~o~~w~~nshi~~p., 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the Pledge, such as, "You may now stand to recite the Pledge." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

The Silent Reflection and Student Prayer Act mandates a *brief period of silence* for all Illinois public school students at the opening of each school day. 105 ILCS 20/1. A student filed a federal lawsuit challenging the constitutionality of this law under the First Amendment, but the law was ultimately upheld by the Appeals Court. Sherman v. Koch, 623 F.3d 501 (7th Cir. 2010), *cert denied by* 565 U.S. 815 (2011). 105 ILCS 5/10-20.46 requires a moment of silence to recognize veterans during any type of event held at a district school on Nov. 11. See f/n 2 above for more discussion.

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LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.
10 ILCS 5/11-4.1.
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 School Board; 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)

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Instruction

School Year Calendar and Day

School Calendar

The Board, 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 shall 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, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.
10 ILCS 5/11-4.1.
23 Ill. Admin. Code §1.420(f).
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1997), *aff'd by* 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board; 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: May 17, 2001

REVISED: January 21, 2021

CURRENT

Instruction

School Wellness [1]

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs.[2] 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).[3]

The Superintendent will ensure: [4]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law requires this subject matter to be covered in policy and controls its content. The federal Child Nutrition and WIC Reauthorization Act of 2004 (Child Nutrition Act) requires school districts participating in a program authorized by the National School Lunch Act (NSLA) (42 U.S.C. §1751 et seq.) or the Child Nutrition Act to have a school wellness policy. Pub. L. 108-265, Sec. 204. State law required the Ill. State Board of Education (ISBE) to "establish a State goal that all school districts have a wellness policy." 105 ILCS 5/2-3.139. ISBE complied in October 2007 by "instruct[ing] all public school districts to establish a School Wellness Policy." The federal and State laws list mandatory topics for the policy. The second sentence of this policy should be deleted if the district does not participate in the NSLA or the Child Nutrition Act.

See ISBE's numerous resources at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx. Action for Healthy Kids is a national organization dedicated to overcoming the "epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;" see its resources at: www.actionforhealthykids.org/index.php.

This sample policy seeks to be both legally compliant and consistent with good governance principles. Both federal and State laws allow each school district to determine how the required topics are addressed. Good governance principles suggest that the board should establish goals with community and stakeholder input. The administration should determine how to achieve the goals. The board should monitor this policy by requesting and reviewing periodic implementation data.

The Ill. Dept. of Agriculture and ISBE are directed to create the Farm Fresh Schools Program. 105 ILCS 124/, Farm Fresh Schools Program Act; 30 ILCS 105/5.728, Farm Fresh Schools Program Fund. They are also directed to administer a grant program to further the Program's intent of "reduc[ing] obesity and improve[ing] nutrition and public health, as well as strengthen[ing] local agricultural economies by increasing access to and promoting the consumption of locally grown fruits and vegetables in schools and increasing physical activities and programs that promote pupil wellness." 105 ILCS 124/10.

[2] 7 C.F.R. §210.31(a) and (c)(1). The law does not require *school-based activities* to be listed in policy – only that boards implement them. Federal law requires consideration of *evidence-based strategies and techniques* when implementing school-based activities. A board that chooses to list these activities must update them as they change by readopting the policy.

For boards that have developed and wish to list their chosen evidence-based school-based activities, add the following sentence to the paragraph as the second sentence: "The District's school-based activities include: [*list the chosen evidence-based school-based activities*]."

For boards that have not yet developed and implemented their evidence-based school-based activities and need technical assistance, see the websites for:

1. The U.S. Dept. of Agriculture (USDA) at: https://healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/other-school-based-activities; and
2. The Alliance for a Healthier Generation (AHG) at: https://www.healthiergeneration.org/.

[3] Healthy Hunger-Free Kids Act of 2010 (HHFKA); 42 U.S.C. §1758b (Pub.L. 111-296); 7 C.F.R. §§210.10 and 210.31(a).

[4] Id.; 7 C.F.R. §210.31(c)(4) (identification of school official responsible for implementation of the policy), §210.31 (d)(2) (informing the public about the policy and making it available on an annual basis), §210.31 (d)(3) (informing the public of the progress toward meeting the goals of the policy by making triennial assessments available), and §210.31(e) (policy implementation, assessments, and updates). See also f/n 20, below.

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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[5]; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion [6]

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.* [7]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

This sample policy identifies the superintendent as the school official responsible to ensure compliance and oversee the policy. When the rules require specific identification of a school official, the policy does not include the delegation language *or designee*. **[School boards] must identify the [school official(s)] responsible for oversight of [its wellness policy] to ensure compliance. [Boards] have discretion and are the most qualified to identify the best candidate for [their wellness] policy leadership as size, resources, and needs vary greatly among [school districts].** See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

For boards that wish to identify a school official other than the superintendent, delete ~~Superintendent~~ and replace it with the responsible school official's title.

The intent of the rule is that schools "notify households on an annual basis of the availability of the local school wellness policy information and provide information that would enable *interested households* to obtain additional details." Fed. Reg. Vol. 81, No. 146 at 50160. However, the rule states, "[i]nform the *public* about the content and implementation of the local school wellness policy, and make the policy and any updates to the policy available to the public on an annual basis."

To achieve the intent of this requirement, the regulations suggest several methods for districts, which include a common method many districts likely already use: post the policy on the websites for the *public*, and use the student handbook to distribute important information to *interested households*.

5 For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert "and distributed to students and their parents/guardians through student handbooks". For sample handbook language, see the Illinois Principals Association *Online Model Student Handbook (MSH)* at: www.ilprincipals.org/resources/model-student-handbook.

6 Goals for nutrition education and nutrition promotion are required topics, but the local board may determine what goals are appropriate. Pub. L. 108-265, Sec. 204(a)(1) and Pub. L. 111-296; 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(c)(1). Replace this policy's text with a board's own locally-developed nutritional education and promotion goals.

Nutrition promotion, required by Pub. L. 111-296, is not well-described or defined. The Food Nutrition Service (FNS) describes *nutrition promotion* more clearly in its technical assistance materials and the proposed 7 C.F.R. Part 210 rules (Fed. Reg. Vol. 79, No. 38 at 10695), dated Feb. 26, 2014, which state, "… evidence based techniques and scientifically-based nutrition messages targeted to a specific audience to inspire and motivate them to take action and use these techniques and messages to create environments and food service venues (classroom, cafeteria, a la carte, vending machines, school stores, snack bars, fundraisers, home, etc.) that encourage healthy nutrition choices, as well as enhance and encourage participation in school meal programs."

More specific materials about nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, have also been developed by the FNS' Team Nutrition at: www.fns.usda.gov/tn/resource-library.

Technical assistance for:

1. *Nutritional promotion* at: healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/nutrition-promotion.
2. Goals development for and implementation of nutrition education and promotion are available from AHG at: www.healthiergeneration.org/.

7 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n).

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Goals for Physical Activity [8]

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 ~~Board~~ policies~~y~~ 6:60, *Curriculum Content* and ~~Board policy~~ 7:260, *Exemption from Physical Education*. [9]
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See ~~Board~~ policies~~y~~ 6:60, *Curriculum Content* and ~~Board policy~~ 7:260, *Exemption from Physical Education*. [10]
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill.~~inois~~ State Board of Education (ISBE). [11]

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited [12]

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). [13]

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[8] This is a required topic, but the local board may determine what goals are appropriate. Pub.L. 108-265, Sec. 204(a)(1); 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(a) and (c)(1).

[9] 105 ILCS 5/27-5 and 27-6; 23 Ill.Admin.Code §1.425~~, amended at 42 Ill. Reg. 11540~~. See also f/n 29~~27~~ in policy 6:60, *Curriculum Content*. For standards-based lesson plans and curricula for pre-kindergarten through grade 8~~eight~~, classroom-based lesson plans, recipes, guidance to improve the quality of school meals, and other materials for nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, see the resources developed by the FNS' Team Nutrition at: www.fns.usda.gov/tn/resource-library.

[10] Id. This policy's sample text is based upon federal and State *goals* while sample policy 6:60, *Curriculum Content*'s text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week. Ensure the text in this policy's goal aligns with the district's practice stated in policy 6:60 for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b).

[11] Schools must "set student learning objectives which meet or exceed goals established by the State." 105 ILCS 5/2-3.63. The *Learning Standards* can be found on ISBE's website at: www.isbe.net/Pages/Learning-Standards.aspx. See *State Goal 20: Achieve and maintain a health-enhancing level of physical fitness based upon continual self-assessment* at:https://www.isbe.net/Pages/Physical-Education-and-Health.aspx.

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the *Illinois Learning Standards for Physical Development and Health*. See also 23 Ill.Admin.Code §1.425 (f) and (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 5-22-17)* at: https://www.isbe.net/documents/fitness-asmt-faq.pdf.

[12] The policy must include the nutrition guidelines selected by the board for "all foods available during the school day with the objective of promoting student health and reducing childhood obesity." Pub. L. 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1); and 7 C.F.R. §210.10 and 210.31(a), (c)(2), and (c)(3)(i)-(iv). 42 U.S.C. 1758b(b)(2)(A) requires that each local school wellness policy include nutrition guidelines for all foods and beverages available for sale on the school campus during the school day to ensure they are consistent with the statutory and regulatory provisions governing school meals (7 C.F.R. §§210.10, 220.8 and 220.10) and competitive foods (7 C.F.R. §210.11) as applicable.

Prior to July 2016 when 7 C.F.R. § 210.10 and 7 C.F.R § 210.31(c) (respectively) became effective, the current *Dietary Guidelines for Americans* published jointly by the U.S. Depts. of Health and Human Services and Agriculture (USDA) were used as nutrition guidelines.

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In addition, in order to promote student health and reduce childhood obesity,[14] 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. [15]

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. [16]

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[13] 7 C.F.R. §§210.10 (meal requirements for lunches and after-school snacks); 210.11(c) (general nutrition standards for competitive food, i.e., *Smart Snacks*); and 210.31(a) and (c) (encompassing all other nutrition requirements, including foods not sold to students during the school day (classroom parties)).

[14] 7 C.F.R.§210.31(c)(3)(iv).

[15] 7 C.F.R. §§210.11(a)(2) and 210.31(c)(3)(iii); 23 Ill. Admin. Code §305.5. For a definition of *competitive foods*, see 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

[16] 7 C.F.R. §210.31(c)(2). This sample policy does not apply competitive food standards to foods not sold in schools; i.e., foods that students bring into the school from home, etc.

The final [federal] rule does not require that local school wellness policy standards for *foods provided in schools during the school day but not available for sale* conform to the school meal requirements or the competitive foods standards. In fact, the preamble to the final rule reiterates this saying, "[a]gain, it should be noted that with regard to foods provided, but not sold, in schools, local jurisdictions have the discretion to adopt standards that conform to [the competitive food standards] or to adopt more or less stringent standards." Similarly, the preamble to the final rule clearly states the rule does not require school boards to address standards for food brought from home for individual consumption. See Federal Register Vol. 81, No. 146 at 50158 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf. Emphasis added.

This sample policy adopts less stringent standards for foods not sold in schools. For boards that wish to adopt standards that conform to the competitive food standards or apply even more stringent standards to foods available, but not sold during the school day, delete the last sentence of this subhead: ~~*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., foods for classroom parties, school celebrations, and reward incentives.~~ and choose one of the following sentences to replace it:

Option 1: The District applies *competitive foods* standards listed in Board policy 4:120, *Food Services*, to foods available, but not sold, in schools.

Option 2: The District applies more stringent standards than the *competitive foods* standards to foods available, but not sold, in schools. These include [*list the chosen standards to foods available, but not sold, in schools*].

The AHG encourages school officials to consider prohibiting foods as a reward and using the *Smart Snacks* standards for foods available, but not sold during the school day. However, enforcing such standards against students who are sent to school with snacks from their parents/guardians is difficult and may be considered overreach. Further, such a standard may open the district to challenges. Consult the board attorney about enforcement of standards that meet the *competitive foods* standards – or even more stringent standards – upon foods available, but not sold during the school day, i.e., choosing Options 1 or 2, above.

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Exempted Fundraising Day (EFD) Requests [17]

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 [18]

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. [19]

Unused Food Sharing Plan [20]

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. [21]
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. [22]
~~1.~~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.

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[17] Required by 23 Ill.Admin.Code §305.15(c)(2), 7 C.F.R. §§210.11(b)(4), (c)(2) and 210.30(c)(2) for participating schools that want to grant EFDs.

For elementary districts, delete these sentences: ~~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.~~

For high school districts, delete this sentence: ~~EFDs are prohibited for grades eight and below in participating schools.~~

Detailed procedures are subject to change and are too complicated for policy text. This policy seeks to balance the requirement to include procedures in the policy for requesting an EFD by providing information about the initial steps and directing the superintendent or designee to inform the requestor of the current procedure. For a list of the number of available EFDs and a more detailed sample step-by-step procedure to request them, see 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

[18] Inclusion in the policy is required for only those districts that participate in a program authorized by the NSLA or the Child Nutrition Act.

[19] Child Nutrition Act of 1966 (42 U.S.C. §1771 et seq.) and NSLA (42 U.S.C. §1758).

[20] 105 ILCS 5/2-3.182, added by P.A. 102-359.

[21] *Needy students* is not defined by 105 ILCS 5/2-3.182, added by P.A. 102-359.

[22] Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.182, added by P.A. 102-359.

Delete number 3 *only if* the district participates in none of the programs listed.

Food sharing plans will depend on many local factors and require local health department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist.

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Monitoring [23]

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).[24] 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
- 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 [25]

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

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[23] The policy must establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy. Pub. L. 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4); and 7 C.F.R. §210.31(c)(5), (6), and (e)(1). 105 ILCS 110/3.5(a) requires ISBE to develop and maintain a nutrition and physical activity best practices database. Materials may be found at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx.

42 U.S.C. §1758b (Pub. L. 111-296) requires the public to receive periodic measures with the listed items. The accepted practice is annual reports. There is very little guidance to assist school districts in complying with this requirement, and school districts were expected to be working toward developing a reasonable method to implement this requirement by the end of the 2011-2012 school year. Without guidance, to ensure compliance, superintendents should contact their Regional Office of Education regarding their school districts' efforts to comply with this requirement. A guide to help school districts conduct an evaluation of local wellness policies is available, along with more guidance at: www.fns.usda.gov/tn/healthy/wellnesspolicy_tools.html.

[24] 7 C.F.R. §210.31(e)(2)(i)-(iii) and (3).

[25] Id. and §210.31(f); see also the Local Records Act, 50 ILCS 205/. It governs retention of district records; its definition of *public record* is narrower than the definition in the Freedom of Information Act. These communications must be retained only when they contain: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. Consult the board attorney for a more thorough analysis and a legal opinion about how to meet both of the federal records retention requirements discussed in f/n 25, below, and the Local Records Act.

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Community Involvement [26]

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*. [27]

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26 A board must establish a plan in its wellness policy for involving parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy. Pub.L. 108-265, Sec. 204(a)(5), amended by 42 U.S.C. §1758b (Pub.L. 111-296); 105 ILCS 5/2-3.139(a)(3); 7 C.F.R. §210.31(c)(5) (requirement to describe involvement plan in policy), and 7 C.F.R. §210.31(d)(1)(requirement to allow certain stakeholders to participate in policy development, etc.).

School districts have discretion in exactly how they implement this requirement, and [e]ach [school district] is best suited to determine the distinctive needs of the community it serves. See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

This requirement's awkward wording notwithstanding, a board may take compliance steps by:

1. Seeking community input or involvement during this policy's adoption and monitoring phases, and inviting suggestions and comments during the public comment portion of board meetings from time to time. This method aligns with 2:140, *Communications To and From the Board* and 2:240, *Board Policy Development*.
2. Establishing a "local school wellness committee." This method is discussed in the preamble to 7 C.F.R. §210.31(d)(1), which suggests "identifying individuals" to serve on a "local school wellness policy committee." **However, the final text of 7 C.F.R. §210.31(d)(1) does not specifically require districts to establish a local school wellness policy committee – only that they *"permit* [groups listed in the policy above] *to participate … ."*** See also the citation to the Federal Register, in the second paragraph of this f/n, above, discussing policy implementation discretion.

The default text of this policy follows item #1 above and does not establish a local school wellness committee. For a district that wants to appoint or approve a local school wellness committee, add the following optional sentence as the last sentence of this subhead: "As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups." Also list the Wellness Committee in 2:150-AP, *Superintendent Committees*. As much of the work of developing a plan to involve local stakeholders is administrative/staff work rather than governance work, best practice is for a Wellness Committee be an administrative committee, but consult the board attorney for guidance. See f/n 3 in policy 2:150, *Committees*, for a discussion of Open Meetings Act implications of the Wellness Committee being a board committee.

If a board wants to comply with the USDA's *encouragement* to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the policy, add:

", Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators" to the end of the first sentence in this subhead, immediately before: ", and community."

27 If a board has not adopted the **Community Engagement** subhead in policy 8:10, *Connection with the Community*, delete the phrase at the end of the second sentence: "Individuals shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* ~~and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*~~."

A board may also choose to post this policy on its website and include it in the student handbook.

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Recordkeeping [28]

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF.: ~~Child Nutrition and WIC Reauthorization Act of 2004,~~ Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.
~~Child Nutrition Act of 1966,~~ 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.
~~National School Lunch Act,~~ 42 U.S.C. §1751 et seq., National School Lunch Act.
~~Healthy, Hunger-Free Kids Act of 2010,~~ 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
~~Local Records Act,~~ 50 ILCS 205/ Local Records Act.
105 ILCS 5/2-3.139.
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)

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[28] 7 C.F.R. §210.31(f). Records must include: (1) the policy; (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

See f/n 22, above regarding the Local Records Act and 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

While 7 C.F.R. §210.31(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

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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. That 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 Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- 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.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).

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:

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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) Request

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.

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
- 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.*

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

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LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, Pub. L. 108-265, Sec. 204.
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
National School Lunch Act, 42 U.S.C. §1751 et seq.
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub L. 111-296.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
Local Records Act, 50 ILCS 205/.
105 ILCS 5/2-3.139.
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: May 18, 2006

REVISED: January 18, 2018

CURRENT

Instruction

Curriculum Content [1]

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,[2] (f) social studies, (g) art, (h) music,[3] and (i) drug and substance abuse prevention including the dangers of opioid abuse.[4] 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.[5] 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.[6] Before the completion of grade 5, students will be offered

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[1] Districts must have a policy on physical education (23 Ill.Admin.Code §1.425~~, amended by 42 Ill. Reg. 11540~~) and what grade level(s) students will be offered cursive writing instruction (105 ILCS 5/27-20.7~~, added by P.A. 100-548~~). Policies on the remaining topics in this policy are optional. State or federal law controls this policy's content. 23 Ill.Admin.Code §1.420~~, amended at 42 Ill. Reg. 11527~~, recommends that activities, including student internships and observations of government in action, be a part of the instructional program where appropriate.

State law mandates certain courses of study but local school boards may set requirements exceeding State-law mandated courses of study. 105 ILCS 5/10-20.8 and 5/27-1 et seq.

[2] 105 ILCS 5/2-3.156 requires the Ill. State Board of Education (ISBE) to coordinate, adapt and develop middle and high school math curriculum models. There is no consistent definition for *middle school* or *high school* in either State or federal law. Districts are not required to use ISBE's models and may develop their own mathematics curricula.

The purpose of the math curriculum models will be to aid school districts and teachers in implementing the *Common Core Standards*. The ISBE has adopted new math and English language arts (ELA) standards for K-12 education referred to as the *New Ill. State Learning Standards Incorporating the Common Core*. The goal of incorporating the *Common Core Standards* into the *State Goals for Learning* is to better prepare Ill. students for success in college and the workforce in a competitive global economy. See www.isbe.net/Documents/ccs-faq-0813.pdf.

The terms *Common Core Standards* and the *New Ill. State Learning Standards Incorporating the Common Core* are synonymous. Referencing the *Ill. Learning Standards* includes them both. That is because they are incorporated by reference into ISBE's rules and *State Goals for Learning*. A district that wants to include the term *Common Core Standards* in its policy may do so; however, districts should understand that referring to the *Common Core Standards* only will cover only math and ELA learning standards and goals and not any other subject areas that the *Ill. Learning Standards* cover. The best practice is to continue using *Ill. Learning Standards*, which includes the *Common Core Standards*.

[3] 23 Ill.Admin.Code §1.430.

[4] 105 ILCS 5/27-13.2, amended by P.A. 102-195, requires that in addition to instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and substance abuse, the subject must also cover the dangers of opioid abuse. ~~House Resolution 824 (98th General Assembly, 2014) urges all Illinois schools to educate youth about the dangers of using heroin and the rising numbers of accidental deaths from heroin overdoses through comprehensive drug education programs, including the *Drug Abuse Resistance Education* (DARE) program. No guidance on age appropriate instruction for heroin abuse is provided in the resolution.~~

[5] 105 ILCS 5/10-20.53.

[6] 105 ILCS 5/27-6.3, added by P.A. 102-357. Schools must provide at least 30 minutes of play time for any school day five clock hours or longer in length. For any school days less than that, the total time allotted during the school day must be at least one-tenth of a day of attendance for the student. Time spent dressing or undressing for outdoor play may not count towards the daily time allotment. Play time must be computer-, tablet-, phone-, and video-free. Play time may be withheld as a disciplinary or punitive action only if a student's participation poses an immediate threat to the safety of the student or others. Id.

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at least one unit of cursive instruction.[7] ~~Beginning with the 2020-2021 school year, i~~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. [8]

2. In grades 9 through 12, subjects include:[9] (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics,[10] (e) social studies including U.S. history, American government and one semester of civics,[11] (f) foreign language,[12] (g) music, (h) art, (i) driver and safety education,[13] and (j) vocational 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

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[7] 105 ILCS 5/27-20.7~~, added by P.A. 100-548,~~ requires districts to offer students a unit of cursive instruction before they complete grade 5. Other than before completing grade 5, the law is silent about what grade level(s) in which students must receive their unit of cursive instruction. This provides an opportunity for a board to have a conversation with the superintendent about local community expectations and direct him or her to determine the appropriate grade level(s) in which students will be offered a unit of cursive instruction.

Use the following alternative if the board wants to specify grade level(s) before the end of grade 5 in which cursive instruction will be offered:

A unit of cursive instruction will be offered in grade(s) _____.

[8] 105 ILCS 5/27-3.10, added by P.A. 101-254~~, eff. 7-1-20~~. The statute specifically states that school districts may utilize private funding available for offering civics education.

[9] 105 ILCS 5/27-22, amended by P.A.s 101-643 and 654; 23 Ill.Admin.Code §1.440. ISBE may adopt rules to modify these requirements for students in grades 9 through 12 if the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7. 105 ILCS 5/27-22(e)(3.5), amended by P.A. 101-654 requires "a year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject." Because computer literacy may be included within another subject, it is not listed here, but in number 6 of this policy with f/n 25, below.

[10] 105 ILCS 5/2-3.156. See f/n 2.

105 ILCS 5/27-22(e)(3), amended by P.A. 101-464~~, eff. 1-1-20~~, allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

[11] 105 ILCS 5/27-22(e)(5). The statute specifically states that school districts may utilize private funding available for offering civics education.

[12] The General Assembly encouraged school boards to implement American Sign Language courses into the school foreign language curriculum. 105 ILCS 5/10-20.52. Senate Joint Resolution 68 (96th General Assembly, 2010) encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums.

[13] The ISBE rule on driver education personnel is found at 23 Ill.Admin.Code §252.40~~, amended at 42 Ill. Reg. 8957~~. School districts may contract with a commercial driver training school (CDTS) for driver education. 105 ILCS 5/27-24.2, amended by P.A.~~s 100-465 and~~ 101-450. To qualify to contract with a school district, a CDTS must: (a) hold a valid license issued by the Ill. Sec. of State; (b) provide teachers who meet the educator licensure and endorsement requirements under 105 ILCS 5/21B; and (c) follow the same evaluation and observation requirements that apply to non-tenured teachers under 105 ILCS 5 24-A~~a~~. Id. A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors. Id. The list must include the name, personal ISBE identification number, birth date and driver's license number of each instructor who will teach driver education. Id. Although a formal waiver for outsourcing of driver's education is no longer required, districts must consider their applicable collective bargaining agreement(s), board policy, and the reduction in force (RIF) provisions of the School Code as they relate to outsourcing of instructional staff. Consult the board attorney for guidance.

A school district may decide to allow a student to take a portion of the driver education course through a distance learning course. This is determined on a case-by-case basis and must be approved by the district's administration, the student's driver's education teacher, and the student's parent/guardian. 105 ILCS 5/27-24.2, amended by P.A. 101-183~~, eff. 1-1-20~~; 23 Ill.Admin.Code §252.20(c)(2).

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the student's best interest.[14] 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,[15] (b) classroom instruction on distracted driving as a major traffic safety issue,[16] (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches,[17] 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.[18] 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.[19] 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. [20]

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught. [21]

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.[22] In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are

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[14] 105 ILCS 5/27-24.1, amended by P.A. 102-455, eff. 1-1-22, and 5/27-24.2~~, amended by P.A. 100-465~~; 23 Ill.Admin.Code §252.20(c)(2).

[15] Id.

[16] Id.

[17] Id.

[18] Id.

[19] 105 ILCS 5/27-17.

[20] The Ill. Vehicle Code, 625 ILCS 5/6-408.5, contains these requirements; they are paraphrased below and may be added to the policy or otherwise disseminated.

> Before a certificate of completion will be requested from the Secretary of State, a student must receive a passing grade in at least eight courses during the two semesters last ending before requesting the certificate. A certificate of completion will not be requested for any person less than 18 years of age who has dropped out of school unless the individual provides:
>
> 1. Written verification of his or her enrollment in a high school equivalency or alternative education program or a high school equivalency certificate (formerly GED certificate);
> 2. Written verification that before dropping out, the individual had received passing grades in at least eight courses during the two previous semesters last ending before requesting a certificate;
> 3. Written consent from the individual's parent/guardian and the Regional Superintendent; or
> 4. Written waiver from the Superintendent of the School District in which the individual resides or resided at the time he or she dropped out of school, or from the chief school administrator with respect to a dropout who attended a non-public high school. A waiver may be given if the Superintendent or chief administrator deems it to be in the individual's best interests.

[21] 105 ILCS 5/27-23.3.

[22] 105 ILCS 5/27-23.4.

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respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States. [23]

5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate 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. [24]

6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. [25]

~~5.~~7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.[26] Instruction in all grades will include

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[23] Optional. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address intergroup conflict pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at:

www.ilprincipals.org/resources/model-student-handbook.

See f/n 12 in sample policy 6:180, *Extended Instructional Programs*, and ensure that these policies align.

[24] 47 C.F.R. § 54.520 and 105 ILCS 5/27-13.3 control this section. "Grades kindergarten through 12" is used because federal law requires school districts that receive E-rate funding to certify that they have an Internet safety education policy for all minors. 47 C.F.R. §54.520(c)(1)(i). This federal law defines *minors* as any individual who has not attained the age of 17 years. 47 C.F.R. §54.520(a)(4)(i).

105 ILCS 5/27-13.3 only requires a unit on Internet safety for students in grades 3 or above. It recommends seven topics for the unit on Internet safety and required ISBE to "make available resource materials for educating children regarding child online safety." It also invites schools to "adopt an age-appropriate curriculum for Internet safety instruction of students in grades kindergarten through 12."

For boards that do not receive E-rate funds and do not want to exceed the requirements of the School Code, replace this section with the following sentence:

In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.

For boards that do not receive E-rate funds, but want to exceed the requirements of ~~the~~ 105 ILCS 5/27-13.3 to include grades K-2, replace this section with the following sentences:

In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee. In kindergarten through grade 2, age-appropriate Internet safety must be taught.

[25] 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654. 105 ILCS 5/10-20.74, added by P.A. 101-654, requires that districts submit an annual report to ISBE regarding educational technology capacities and policies. See the subhead **Educational Technology Committee** and f/n 20 in 2:150-AP, *Superintendent Committees*.

[26] 105 ILCS 5/27-12.

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examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.* [27]

~~6.~~8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) ~~democratic~~ 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)~~freedom, justice, and equality~~, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process. [28]

~~7.~~9. 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,[29] but at a minimum of three days per five-day week.[30] For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*. [31]

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[27] Required as part of a district's Bullying Prevention and Response Plan pursuant to 105 ILCS 5/27-23.7. Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has found "that [school districts] should educate students, parents, and [school district personnel] about what behaviors constitute prohibited bullying." 105 ILCS 5/27-23.7(a). This language aligns with policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*~~, which requires bullying prevention instruction as part of a district's Bullying Prevention and Response Plan~~.

The Ill. General Assembly invited boards to "make suitable provisions for instruction in gang resistance education and training in all grades and include such instruction in the courses of study regularly taught in those grades." See 105 ILCS 5/27-23.10(c). A board that shares this concern may add the following option: "In addition, in all grades gang resistance education and training must be taught."

[28] 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. See also Palmer v. City of Chicago, 466 F. Supp. 600 (N.D. Ill. 1979) (teacher would not teach and direct the Pledge of Allegiance to the flag of the United States for religious reasons and was terminated for not doing so because it was part of the curriculum). Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

Note that the Illinois statute does not require every student to recite the *Pledge* – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the *Pledge*, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the *Pledge*. West Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624 (1943); Sherman v. Community Consol.~~idated~~ Sch. Dist. 21 of Wheeling T~~o~~w~~nshi~~p., 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the *Pledge*, such as, "You may now stand to recite the *Pledge*." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

[29] The phrase "after recommendation by the Superintendent" is optional. If a superintendent does not bring this topic to the board for discussion, the board may not have a trigger to make the determination.

[30] 23 Ill.Admin.Code §1.425(b)~~, amended at 42 Ill. Reg. 11540~~. Boards that want their daily physical education requirement to align with their goal in policy 6:50, *School Wellness*, may replace "minimum of three days per five-day week" with their local daily requirements. See f/n 10 in policy 6:50, *School Wellness*.

[31] 105 ILCS 5/27-5 requires school boards to provide for students' physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by State law. See also 23 Ill.Admin.Code §1.425~~, added at 40 Ill. Reg. 2990~~.

105 ILCS 5/27-6~~, amended by P.A. 100-465~~, describes when students may be excused from P.E. See also 23 Ill.Admin.Code §1.425(d)~~, amended at 42 Ill. Reg. 11540~~.

105 ILCS 5/27-6~~, amended by P.A. 100-465,~~ contains an exception to the minimum of three days per five-day week P.E. requirement for schools engaged in block scheduling; if this is applicable, substitute this sentence for the second-to-last sentence in this paragraph:

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~~8.~~10. In all schools, health education must be stressed, including:[32] (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades.[33] The Superintendent shall implement a comprehensive health education program in accordance with State law. [34]

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Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course.

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the Illinois Learning Standards for Physical Development and Health at: www.isbe.net/Pages/Physical-Education-and-Health.aspx. See also 23 Ill.Admin.Code §1.425 (f) and (h)~~, amended at 42 Ill. Reg. 11540~~; ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 2017~~2-15-18~~)* at: ~~www.isbe.net/Documents/fitness-asmt-faq.pdf. www.isbe.net/Documents/Physical_Fitness_Assessment_FAQ.pdf#search=Fitness%20Assessments%20and%20Data%20Reporting%20Requirements%20Questions%20and%20Answers~~www.isbe.net/Documents/Physical_Fitness_Assessment_FAQ.pdf#search=Fitness%20Assessments%20and%20Data%20Reporting%20Requirements%20Questions%20and%20Answers.

105 ILCS 5/27-7 describes the goals and requirements for P.E. courses; these are re-stated in this sample policy.

[32] Citations for letters (a) - (e), required by the Comprehensive Health Education Program (105 ILCS 110/3) in this paragraph follow:

(a) 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (proper nutrition) and see also policy 6:50, *School Wellness.*

(b) Id. (physical fitness) and see also policy 6:50, *School Wellness.*

(c) Id. (sound mind and healthy body).

(d) 105 ILCS 5/27-13.2 (dangers and avoidance of abduction). The Ill. ~~Dept. of~~ State Police and ISBE must develop instruction on child abduction prevention. 20 ILCS 2605/2605-480.

(e) 105 ILCS 110/3 and 105 ILCS 5/10-23.13, amended by P.A. 102-610 a/k/a *Erin's Law* (child sexual abuse prevention). While 105 ILCS 5/10-23.13(b) states pre-K through 12th, this policy uses *all grades* for brevity and ease of administration. *Erin's Law* requires a policy addressing child sexual abuse prevention and curriculum content on that subject (see sample policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*). A sentence in 6:60-AP1, *Comprehensive Health Education Program*, restates the basic recommendations ~~for a child sexual abuse prevention program~~ from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: www.isbe.net/Documents/erins-law-final0512.pdf, which was the basis for HB 1975 text, which did not pass in the first half of the 102nd Ill. General Assembly but is used as the basis for sample content to implement P.A. 102-610 due to that Public Act's vagueness. The professional educator training component of *Erin's Law* is addressed in policies~~y~~ 5:90, *Abused and Neglected Child Reporting* and 5:100, *Staff Development Program*. The Report also encourage~~d~~s parental involvement because parents play a key role in protecting children from child sexual abuse.

[33] See f/n 11 in sample policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, for a definition of *evidence-informed*. 105 ILCS 5/10-23.13, amended by P.A. 102-610.

[34] 105 ILCS 110/3, amended by P.A.s 101-305 and P.A. 102-464~~; eff. 1-1-20,~~ and 23 Ill.Admin.Code §1.420(n). Each school system shall provide a program in compliance with the Critical Health Problems and Comprehensive Health Education Act, 105 ILCS 110/.

More detailed critical health problems and comprehensive health education program content is described in administrative procedure 6:60-AP1, *Comprehensive Health Education Program*. That procedure follows the Comprehensive Health Education Program law (CHEP), 105 ILCS 110/3, amended by P.A. 102-464, and it~~t~~ formerly included~~s~~ the requirements for the development of the~~a~~ now-repealed family life and sex education programs in ~~(~~105 ILCS 5/27-9.1 and 9.2, amended by P.A.s 100-684~~, and~~ 101-579~~, eff. 1-1-20~~, 102-412 and repealed by P.A. 102-522.

The former family life and sex education programs were replaced with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522).~~and~~ But at the time of **PRESS** Issue 108's publication, the term *family life*, "including evidence-based and medically accurate information regarding sexual abstinence," remained in the CHEP (105 ILCS 110/3, amended by P.A. 102-464). The CHEP ~~,~~ also includes many~~among~~ other health education topics that all elementary and secondary schools in Illinois must provide, including *teen dating violence* (105 ILCS 110/3.10, see 7:185, *Teen Dating Violence Prohibited*, for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use. ~~(105 ILCS 110/3)~~Id.~~)~~

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~~9.~~11. 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

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For ease of administration, 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*. 105 ILCS 5/27-9.1a, added by P.A. 102-522. While the NSES law is effective immediately, ISBE has until 8-1-22 to develop its learning standards and resources, and at the time of **PRESS** Issue 108's publication, no guidance existed about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, could continue to do so for: (a) their 21-22 school years, and/or (b) continuing into the 22-23 school year and school years beyond that into the future. Consult the board attorney if the district offered the now-repealed family life and sex education program to assess whether that program may continue during the 21-22 school and/or school years beyond.

Two choices exist for school boards related to providing students with a sex education curriculum:

1. No sex education; or
2. NSES a/k/a Comprehensive Personal Health and Safety and Sexual Health Education Program (105 ILCS 5/27-9.1a, added by P.A. 102-522, and see 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*).

While boards are not required to include sex education curriculum information in their policies, if they offer it, the new law requires them to identify the curriculum their districts use along with the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials. 105 ILCS 5/27-9.1a(e), added by P.A. 102-522. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

For boards that do offer NSES but do not wish to communicate it in this policy, ensure that superintendents: (1) identify the curriculum along with the name and contact information, including an email address of the school staff member designated to respond to inquiries about instruction and materials (see 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*); and (2) implement both 6:60-AP1, *Comprehensive Health Education Program*, and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.

For boards that want to communicate to their communities in this policy that they offer NSES, insert the following text into the last sentence in number 10:

The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.

Legal Reference insertions are not necessary with the statute in the text of the policy. Ensure: (1) the implementation of both 6:60-AP1, *Comprehensive Health Education Program* and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*, align with this policy; and (2) that the superintendent identifies the curriculum along with the name and contact information, including an email address of the school staff member designated to respond to inquiries about instruction and materials (see 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*).

For boards that communicated NSES in this policy and also want to communicate that they additionally offer developmentally appropriate consent education curriculum, insert the following sentence as the last sentence of the number 10 paragraph:

The Superintendent shall also implement a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.

Legal Reference insertion is not necessary with the statute in the text of the policy. Ensure the implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

For boards that do offer NSES and do not communicate that in policy AND/OR boards that do not offer NSES, but want to communicate that they offer developmentally appropriate consent education curriculum, insert the following text into the last sentence in number 10:

The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.

Legal Reference insertion is not necessary with the statute in the text of the policy. Ensure that implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

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an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. [35]

12. 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. [36] [37]

13. Beginning in the fall of 2022, 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. [38]

14. Beginning in the fall of 2022, in grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of 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

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[35] 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/, Vocational Education Act.

A unit or high school district may offer workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees. 105 ILCS 5/27-23.14~~13 (final citation pending)~~, added by P.A. 101-347~~, eff. 1-1-20~~.

For high school and unit boards, insert "5/27-23.14~~13 (final citation pending)~~," after 105 ILCS 5/27-23.11 in the Legal References or if a board offers a course on hunting safety as part of its curriculum during the school day (see the option in f/n 52 below), after its Legal Reference 105 ILCS 5/27-23.13, and the following text to the end of number 11~~10~~ if the board wants to offer workplace preparation instruction:

In grades 9-12, workplace preparation instruction will be offered, covering legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees.

[36] 105 ILCS 5/27-12.1~~, amended by P.A. 99-284~~; 23 Ill.Admin.Code §1.420(k). P.A. 99-284 added these ~~new~~ subjects to the required consumer education course: consumer debt, higher education student loans, and identity-theft security.

[37] For high school and unit boards that want to offer a unit of instruction about the process of naturalization pursuant to 105 ILCS 5/27-23.15, added by P.A. 102-472, insert an optional number 13, and amend numbers after it accordingly:

13. In grades 9 through 12, a unit of instruction about the process of naturalization by which a foreign citizen or foreign national becomes a U.S. citizen that includes content from the components of the naturalization test administered by the U.S. Citizenship and Immigration Services.

[38] 105 ILCS 5/27-22(e)(3.5), added by P.A. 101-654. At the time of **PRESS** Issue 108's publication, no definition or further information from ISBE existed about what *computer literacy* means. A common sense approach presumes the term includes those concepts carved out of computer science, such as everyday use of computers, keyboarding, accessing the Internet, etc.

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community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason. [39]

~~10.~~15. Beginning in the fall of 2023, 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. [40]

~~11.~~16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it. [41]

~~12.~~17. In all schools, 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, the 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, (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, ~~and~~ (g) Illinois history, and (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. [42]

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[39] 105 ILCS 5/27-20.08, added by P.A. 102-55. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts.

[40] Optional until fall 2023; 105 ILCS 5/27-23.15(b), added by P.A. 101-654.

[41] 105 ILCS 5/27-13.1; 23 Ill.Admin.Code §1.420(l)~~, amended at 42 Ill. Reg. 11535~~.

[42] 105 ILCS 5/27-21, amended by P.A.s 101-227~~, eff. 7-1-20~~ (adding the roles and contributions of LGBT people in U.S. and Illinois), ~~and P.A.~~ 101-341~~, eff. 1-1-20~~ (~~beginning with the 2020-2021 school year, adding~~ Illinois history), ~~-~~101-643 (during a public health emergency, allowing schools to obtain demonstrated evidence from students remotely that they have comprehensive knowledge of United States history), and 102-411 (adding contributions made to society by Americans of different faith practices); 23 Ill.Admin.Code §1.420(r). "[O]btain demonstrated evidence from students remotely" is not clear. The practical reading is that it refers to teachers collecting evidence through remote assessments when students are engaged in a remote learning program during a disaster declaration due to a public health emergency.

105 ILCS 5/27-21, amended by P.A. 101-643, does not specify at what grade level districts must cover these topics as part of U.S. history instruction; however, no student may graduate from grade 8 unless the student has received instruction in U.S. history and demonstrated comprehensive knowledge of the subject matter.

For guidance about the requirements of adding the roles and contributions of LGBT people in U.S. and Illinois, see:

1. *Inclusive Curriculum Law Frequently Asked Questions (FAQs)* at: www.phimc.org/wp-content/uploads/2020/05/Inclusive-Curriculum-FAQs.pdf;
2. Inclusive Curriculum Law Overview at: www.phimc.org/wp-content/uploads/2020/05/Inclusive-Curriculum-One-Pager.pdf; and
3. Inclusive Curriculum Implementation Guidance (Condensed Edition) at: www.isbe.net/Documents/Support-Students-Implementation-Guidance.pdf.

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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. [43]

~~13.~~18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film. [44]

~~14.~~19. 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, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan. [45]

~~15.~~20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women. [46]

~~16.~~21. 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, ~~and~~ 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. [47]

~~17.~~22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80. [48]

23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. [49]

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[43] Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, 12-8-04; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states: "[e]ach educational institution that receives Federal funds for a fiscal year shall hold an educational program on the U.S. Constitution on September 17 of such year for the student served by the educational institution."

[44] 105 ILCS 5/27-3.5. The Congressional Medal of Honor film is available on ISBE's website for no cost at: www.isbe.net/Pages/Medal-of-Honor.aspx.

[45] 105 ILCS 5/27-20.3. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee.

[46] 105 ILCS 5/27-20.5. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. House Resolution 365 (98th General Assembly, 2013) and Senate Resolution 1073 (98th General Assembly, 2014) both urge all Illinois educators to share with students of an appropriate age the story of *comfort women* when discussing the history of Asia or World War II, or the issue of human trafficking.

[47] 105 ILCS 5/27-20.4, amended by P.A. 101-654. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. A school may meet this curriculum requirement through an online program or course. Id. ~~as amended by P.A. 100-634.~~

[48] 105 ILCS 5/2-3.80(e) or (f), as applicable.

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~~18.~~24. Beginning in the fall of 2022, 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. **50**

~~19.~~25. 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. **51 52**

DRAFT

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49 105 ILCS 5/27-23.8. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. The statute requires that the instruction be founded on the principle that all students, including students with disabilities, have the right to exercise self-determination. It urges districts to request individuals with disabilities to assist with the development and delivery of this instruction and allows instruction to be supplemented by knowledgeable guest speakers.

50 105 ILCS 5/27-20.8, added by P.A. 102-44. Id. at (c) states that the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate] will monitor districts' compliance with this law during the annual compliance review visits. Districts may meet this law's requirements through online programs or courses. Id. at (d). 105 ILCS 5/3-0.01 states any reference to "regional superintendent" include the chief administrative officer of Intermediate Service Centers established under 105 ILCS 5/2-3.62.

51 105 ILCS 5/27-23.11~~, added by P.A. 100-1056,~~ requires districts that maintain any of the grades kindergarten through 8 to adopt a policy. The law is silent about how to educate students on this topic. See 6:60-AP1, E2, *Resources for Biking and Walking Safety Education*, for additional information.

52 A school district may offer a course on hunting safety as part of its curriculum during the school day. 105 ILCS 5/27-23.13 ~~(final citation pending)~~, added by P.A. 101-152. No grade levels are specified in the statute. Insert "5/27-23.13 ~~(final citation pending)~~," after 105 ILCS 5/27-23.11 in the Legal References, and an optional number 26~~21~~, if the board wants to offer a course on hunting safety as part of its curriculum:

In grade(s) [*insert grade level(s)*], a course on hunting safety will be offered during the school day.

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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), 5/10-20.73 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, and 5/27-24.2.,
105 ILCS435/, and 110/3, Comprehensive Health Education Program.
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)

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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, (h) music, and (i) drug and substance abuse prevention. 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. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, 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 course, (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) vocational 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, 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 grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.

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.

5. In grades kindergarten through 12, age appropriate, Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate 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. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades will include

CURRENT

examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

7. In all schools, citizenship values must be taught, including (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.

8. 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 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education.*

9. In all schools, health education must be stressed, including (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.

10. 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.

11. 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.

12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.

13. In all schools, United States (U.S.) history must be taught including: (a) the principals 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, the 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, (f) a study of the roles and contributions of lesbian,

CURRENT

gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, and (g) Illinois history.

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.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. 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, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles and contributions of women.
17. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
20. 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.

CURRENT

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), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-24.2, 435/, and 110/3.
625 ILCS 5/6-408.5.
23 Ill. Admin. Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 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: May 17, 2001

REVISED: March 19, 2020

CURRENT

Instruction

Education of Children with Disabilities [1]

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.[2] The term *children with disabilities*, as used in this policy, means children between ages 3 and 21 (inclusive)[3] 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. [4]

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 ~~the~~ 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

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[1] State or federal law controls this policy's content. Each school district and special education cooperative must develop written special education policies and procedures in conformance with ISBE rules. 23 Ill.Admin.Code §226.710. In its continuing commitment to help school districts and special education cooperatives comply with ISBE requirements for policy and procedure, the Ill. Council of School Attorneys, special education committee, reviewed this policy and prepared extensive procedures, *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*, at: www.iasb.com/law/.

[2] Opinions vary regarding the extent of a district's responsibility for providing FAPE to dually enrolled students, i.e., whether the responsibility is limited to the extent necessary to access the public portion of their education. Contact the board attorney for advice.

[3] 105 ILCS 5/14-6.01 states that high school districts are financially responsible for the education of children with disabilities who reside in their districts when such children reach age 15, but they may admit children with disabilities into special education facilities without regard to graduation from the eighth grade after they reach age 14 ½. When a child with a disability turns 14 ½ years old, it is the elementary school district's responsibility to notify the high school district of the child's current eligibility, program, and evaluation data upon which the current program is based. Id.

For elementary districts, edit ages as follows: ages 3 and 15~~21~~ ~~(inclusive)~~.

For high school districts, edit ages as follows: ages ~~3~~14 (or has graduated from 8th grade) and 21 (inclusive).

[4] 105 ILCS 5/14-1.02, amended by P.A. 102-172. Delete this sentence for elementary school districts. IDEA funds cannot be used to provide services for students beyond the age of 21. See ISBE's *Frequently Asked Questions: Public Act 102-0172 and Public Act 102-0173* (July 2021), at www.isbe.net/Documents/FAQ-HB-40-HB-2748.pdf. **Consult the board attorney for further guidance**.

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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. [5]

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 ~~disabled~~ students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities. [6]

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)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[5] Districts must use ISBE's procedural safeguards for students who qualify for services under IDEA. For students who qualify for services exclusively under Section 504, the district must establish a system of procedural safeguards or use the ones provided by ISBE *Special Education* rules. 23 Ill.Admin.Code §§226.500-570. ISBE rules are more extensive than is required by Section 504 and districts may, as the policy provides, develop their own procedures. See 6:120-AP1, E1, *Notice to Parents/Guardians Regarding Section 504 Rights*.

[6] The district may be eligible to receive reimbursement from the State for the student's expenses. 105 ILCS 5/14-7.02.

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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 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.

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 the 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 disabled students.

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. §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: May 17, 2001

REVISED: July 19, 2018

CURRENT

Instruction

Extended Instructional Programs [1]

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years. [2]
2. Before-and after-school programs for students in grades K-6. [3]
3. Child care and training center for pre-school children and for students whose parents work. [4]
4. Model day care services program in cooperation with the State Board of Education. [5]
5. Tutorial program. [6]
6. Adult education program. [7]
7. Outdoor education program. [8]
8. Summer school, whether for credit or not. [9]
9. Independent study, whether for credit or not. [10]
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent. [11]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. However, all programs listed in this policy are optional. The district may charge a fee for programs numbered 1-4, 6, 8, 9, and 14. Delete the sentences that the board does not offer.

[2] 105 ILCS 5/10-23.2. ~~A school district may offer a course on hunting safety as part of its curriculum during the school day or as part of an *after-school program*. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152. Unlike the before-and-after-school programs authorized by 105 ILCS 5/10-23.2, no grade levels are specified for the hunting safety course or the after-school program in which it may be offered. 105 ILCS 5/27-23.13 (final citation pending).~~

[3] 105 ILCS 5/10-22.18b. A school district may offer a course on hunting safety as part of its curriculum during the school day or as part of an *after-school program*. 105 ILCS 5/27-23.14, added by P.A. 101-152 and renumbered by P.A. 102-558. Unlike the before-and-after-school programs authorized by 105 ILCS 5/10-23.2, no grade levels are specified for the hunting safety course or the after-school program in which it may be offered. Id.

[4] 105 ILCS 5/10-22.18a.

[5] 105 ILCS 5/10-22.18c. Student parents cannot be charged a fee for such day care services, however school personnel who use the services may be charged a fee. Id.

[6] 105 ILCS 5/10-22.20c.

[7] 105 ILCS 5/10-22.20, amended by P.A. 101-289. A school board may appoint a director of adult education. 105 ILCS 5/10-22.20b.

[8] 105 ILCS 5/10-22.29.

[9] 105 ILCS 5/10-22.33A and 5/10-22.33B. Each course offered for high school graduation must provide at least 60 hours of classroom instruction for the equivalent of one semester of high school course credit. 105 ILCS 5/27-22.1. 105 ILCS 5/10-22.33B authorizes districts to conduct a *high-quality* summer school program. Students at risk in language arts or mathematics may be required to attend such programs. Section 10-22.33A permits districts "to fix and collect a charge for attendance at such courses in an amount not to exceed the per capita cost of the operation" or to waive such charges if the family of a pupil is indigent or if the pupil is required to attend such courses.

[10] Independent study allows students to expand their knowledge in curricular areas not offered as part of the district's basic program.

[11] 105 ILCS 110/3. Such services and instruction may be offered as part of existing curricula during the school day or as part of an after school program. Id.

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11. Anti-bias education and activities to address intergroup conflict resolution. [12]
12. Volunteer service credit program. [13]
13. Vocational academy. [14]
14. Advanced vocational training and/or career education program. [15]

LEGAL REF.: 105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6.~~,~~
105 ILCS 110/3, Comprehensive Health Education Program.~~and~~
105 ILCS 433/, Vocational Academies Act.

CROSS REF.: 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[12] 105 ILCS 5/27-23.6. The statutory objectives of such a program are to "improve intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict." A board that adopts a policy to incorporate activities to address anti-bias education and intergroup conflict resolution shall make certain information available to the public and ~~shall disseminate it as specified in the statute~~include it on the district's website, if any, and make it available in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records.* Districts may also include the information in a student handbook and in district newsletters. ~~105 ILCS 5/27-23.6(c).~~The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

See also f/n 23 in sample policy 6:60, *Curriculum Content*, and ensure that these policies align. Consult the board attorney if the district wishes to offer intergroup conflict resolution separately from anti-bias education; it is unclear whether these topics may be offered separately because the law lists them together.

[13] 105 ILCS 5/27-22.3. For secondary school students only. Id.

[14] Vocational Academies Act. 105 ILCS 433/. The Act's purpose is to "integrate workplace competencies and career and technical education with core academic subjects." School districts are permitted to partner with community colleges, local employers, and community-based organizations to establish a vocational academy that functions as a 2-year school within a school for grades 10 through 12. Grant funds may be available from ISBE at: www.isbe.net/Pages/Grants.aspx.

[15] 105 ILCS 5/10-22.20a, permits districts to enter joint agreements with community college districts and other school districts to provide career education or advanced vocational training to students in grade 11 and higher to prepare for a trade. The duration of such program may not exceed two years for any district pupil. Participating community colleges may bill participating districts, but payments may not exceed actual operating costs. Participating high schools may use State aid monies to pay the charges. Id.

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Instruction

Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years.
2. Before and after school programs for students in grades K-6.
3. Child care and training center for pre-school children and for students whose parents work.
4. Model day care services program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. Outdoor education program.
8. Summer school, whether for credit or not.
9. Independent study, whether for credit or not.
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
11. Activities to address intergroup conflict.
12. Volunteer service credit program.
13. Vocational academy.
14. Advanced vocational training and/or career education program.

LEGAL REF.: 105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22-33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6, 110/3 and 433/.

CROSS REF.: 6:310 (High School Credit for Non-District Experiences; Course Substitutions, Re-Entering Students), 6:320 (High School Credit for Proficiency)

ADOPTED: May 18, 2006

REVISED: November 9, 2017

CURRENT

Instruction

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct [1]

The Superintendent or designee shall establish a *Bring Your Own Technology* (BYOT) *Program*. The program will: [2]

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. [3]
2. Provide sufficient wireless infrastructure within budget parameters. [4]
3. Provide access to the Internet only through the District's electronic networks. [5]
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; 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*,

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1 This policy is optional. It concerns an area in which the law is unsettled. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Consult the board attorney and the district's information technology professional(s) for advice to create a legally sound program that fits your district's mission statement for instruction.

2 Customize paragraphs 1-8 to reflect the how the program will align with the board's mission statement for instruction and goals for its program.

3 105 ILCS 5/27-13.3 and 47 C.F.R. §–54.520(c)(1)(i) require Internet safety instruction. See f/n 24~~16~~ in 6:60, *Curriculum Content* for more discussion.

4 Districts may want to consider a *guest network*, similar to what hotels and other service industry hosts provide to their customers. This can protect a district's network from malicious software, which is discussed in f/n 5 below.

5 Care must be taken to comply with the Children's Internet Protection Act (CIPA) (47 U.S.C. §254). CIPA requires the district to provide content filters, blocking lists, or district monitoring of Internet website traffic for patterns of usage that could indicate inappropriate network usage. While a program using district-owned technology devices is always subject to the district's electronic network rules, a BYOT program creates the possibility for students to bypass the district's electronic network and access the Internet through their own wireless providers' signals. This *bypass* complicates a district's duty under CIPA because it cannot guarantee students use its electronic network; preventing bypassing is hard for school officials to control.

Consult the board attorney about managing CIPA compliance issues in the context of a BYOT program. This sample policy is conservative, and it requires that CIPA govern the use of any BYOT device's Internet access capability while the device is at school. If the board will allow a student to bypass the district's electronic network and access his or her wireless providers' signals, consult the board attorney.

Care must also be taken to reduce the electronic network's vulnerability to malicious viruses and malware. Malicious viruses and malware are increasingly being targeted to smartphone users. This is evidenced by the Federal Trade Commission (FTC) filing lawsuits around the country accusing companies of ordering or engineering the sending of hundreds of millions of spam text messages to mobile phone users. The district may want to require students to ensure their BYOT devices contain an anti-virus and/or anti-malware software product. While many of these software products are free, some are not. Requiring all BYOT devices to have this type of software presents equity issues between students because it may require parents/guardians to spend funds to participate (see the discussion in f/n 6 below).

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Intimidation, and Harassment; 7:190, *Student Behavior*; ~~and~~ 7:340, *Student Records*; and 7:345, *Use of Educational Technologies; Student Data Privacy and Security*. **6**

6. Provide relevant staff members with BYOT professional development opportunities, including the provision of: **7**
   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

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6 A BYOT program must continue to follow established policies. Boards may use this alternative, "Align with established Board policies."

Managing the following issues may require a consultation with the board attorney:

1. 4:140, *Waiver of Student Fees*, needs examination because most BYOT programs require parents/guardians to spend funds to participate. 105 ILCS 5/10-20.13 requires districts, at a minimum, to waive charges for textbooks and other fees for children whose families are unable to afford them. See also policy 6:210, *Instructional Materials*, stating that 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.
2. Management issues concerning 5:125, *Personal Technology and Social Media; Usage and Conduct*, and 5:170, *Copyright* are discussed in f/ns 7 and 8 below.
3. 6:120, *Education of Children with Disabilities*, requires consideration for students with disabilities when integrating any technology programs into the educational environment. As with district-provided devices (often referred to as *1:1 technology programs*), devices must be accessible to students with disabilities, including those who are blind, have low vision or have a disability that affects their ability to access print information. The use of mobile devices that do not allow a student with a disability to access the instructional materials would be a violation of the student's right under the Individuals With Disabilities Education Act (IDEA) (20 U.S.C. §1400 et seq.).
4. 6:235, *Access to Electronic Networks*, is discussed in f/n 5 above.
5. 7:140, *Search and Seizure*, still applies in a BYOT program. The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. However, 105 ILCS 5/10-22.6(e) allows school officials to inspect the personal effects left by a student on property owned or controlled by the school, e.g., lockers, desks, and parking lots. Many cases suggest that to search a student's possessions left in the locker, school officials need individualized suspicion of wrongdoing. Many of the issues re: the search of electronic devices that are discussed in 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, will apply to investigations involving BYOT devices. To minimize mediating with law enforcement for parents/guardians about confiscated devices, districts should distinguish whether they are acting upon their own initiative or need to contact law enforcement. See f/ns in policy 7:140, *Search and Seizure*, and the policy's **Seizure of Property** subhead.
6. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, and 7:190, *Student Behavior*, present similar issues to #3 and #4 above. Students must be aware that traditional expectations for appropriate behavior, and the consequences for inappropriate behavior, apply to a BYOT program.
7. See 7:340, *Student Records*. The law is not clear whether materials created by students participating in a BYOT program through a district's network access are *school student records*.
~~7.~~8. 7:345, *Use of Educational Technologies; Student Data Privacy and Security*, requires districts to comply with the Student Online Personal Protection Act (SOPPA), 105 ILCS 85/, amended by P.A. 101-516; see also 23 Ill.Admin.Code Part 380. Implementation of a BYOT program does not exempt a district from complying with SOPPA's contractual and security mandates, including implementation and maintenance of reasonable security procedures and practices designed to protect student's *covered information.* Reasonable security practice guidance adopted by ISBE recommends, in part, that districts create a separate wireless network for personal or untrusted devices. See 7:345 at f/n 11 for more information.

7 See f/n 1 above re: collective bargaining. Moving forward without properly training educators to manage BYOT issues may create pedagogical problems. One option for this training is to incorporate it into the training required during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. Many issues involved in BYOT programs intersect with maintenance of appropriate behavior and policy 5:125, *Personal Technology and Social Media; Usage and Conduct*.

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d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. **8**

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 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 **9**

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 is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to 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 policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Personal Technology and Social Media; ~~and Personal Technology;~~ 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 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.

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8 23 Ill.Admin.Code §22.20 and 105 ILCS 5/21B-75, amended by P.A. 102-552~~99-456~~.

9 This section provides general guidelines. A BYOT program will require a parent/guardian authorization to participate in it and specific guidelines for students. See 6:220-E1, *Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement*; 6:220-E2, *Bring Your Own Technology (BYOT) Program Student Guidelines*; and 6:235-E5, *Children's Online Privacy Protection Act.* See f/ns 7 and 8 above re: teachers' guidelines. See f/n 1, above discussing how the application of additional guidelines for teachers may have collective bargaining implications.

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LEGAL REF.: 15 U.S.C. §§6501-6508, Children's Online Privacy Protection Act, implemented by 16 C.F.R. Part 312, Children's Online Privacy Protection Rule.
20 U.S.C §6751 et seq., Enhancing Education Through Technology 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.
105 ILCS 5/10-20.28.

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; 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)

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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) web0literacy 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 Intranet 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;* 5:125, *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*, and 7:340, *Student Records*.
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 policy 5:120, *Ethics and Conduct; 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 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 is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to 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 policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Social Media and*

CURRENT

Personal Technology; 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 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 actions to appropriate law enforcement agencies.

LEGAL REF.: 15 U.S.C. §§6501-6508, Children's Online Privacy Protection Act, implemented by 16 C.F.R. Part 312, Children's Online Privacy Protection Rule.
20 U.S.C §6751 et seq., Enhancing Education Through Technology 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.
105 ILCS 5/10-20.28.

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; 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)

ADOPTED: June 20, 2013

REVISED: March 21, 2019

CURRENT

Instruction

Graduation Requirements [1]

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]
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22. [3]
3. Completing all minimum requirements for graduation as specified in State law. [4]
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. [5]
5. Participating in State assessments that are required for graduation by State law. [6]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. Graduation requirements are often published in student handbooks. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

In accordance with 105 ILCS 5/2-3.159, amended by P.A. 101-503~~, 23 Ill.Admin.Code §1.442~~, and 23 Ill.Admin.Code Part 680, a school district may establish a program to recognize high school graduates who attained a high level of proficiency in one or more languages in addition to English by designating on a student's diploma and transcript a State Seal of Biliteracy. See policy 6:320, *High School Credit for Proficiency*.

[2] Optional. 23 Ill.Admin.Code §1.440(f). A school board should ensure that all district graduation requirements that are in addition to the State requirements are aligned with the district educational objectives. See policy 6:10, *Educational Philosophy and Objectives.*

[3] 105 ILCS 5/27-22(e), amended by P.A.s 101-464, 101-654, 102-366, and 102-551, contains the list of required courses in effect through the 2023-2024 school year. 105 ILCS 5/27-22(e-5), added by P.A. 101-654, contains the list of required courses effective beginning with the 2024-2025 school year (to include two years of laboratory science). 105 ILCS 5/27-22(e-10), added by P.A. 101-654, increases the foreign language requirement from one to two years beginning with the 2028-2029 school year.~~The escalating graduation requirements in 105 ILCS 5/27-22 had timed out and were deleted by P.A. 100-443, such that only the final list of required courses in Section 27-22(e), amended by P.A. 101-464, is applicable.~~ 105 ILCS 5/27-22(e)(3) allows the substitution of an advanced placement computer science course for a year of mathematics, and it further states that a mathematics course that includes geometry content may be offered as an integrated, applied, interdisciplinary, or career and technical education course that prepares a student for a career readiness path. 105 ILCS 5/27-22(e)(5), amended by P.A. 102-366 requires students entering the 9th grade in the 2016-2017 school year and each year thereafter to complete one semester of civics. As part of the two-year social studies requirement, districts may include a financial literacy course that is one semester or part of one semester. Id. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-~~E~~entering Students.* The Ill. State Board of Education (ISBE) may adopt rules modifying graduation requirements for students in grades 9-12 if the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7. 105 ILCS 5/27-22(i), added by P.A. 101-643.

[4] 105 ILCS 5/27-22(e), amended by P.A.s 101-464, 101-654, 102-266, and 102-551; 23 Ill.Admin.Code §1.440.

[5] Required by 105 ILCS 5/27-3, amended by P.A. 101-643.

[6] 105 ILCS 5/2-3.64a-5(c), amended by P.A.s ~~100-7, 100-1046, and~~ 101-643, states that "[s]tudents who do not take the State's final accountability assessment or its approved alternate assessment may not receive a regular high school diploma unless the student is exempted." Assessments are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. Id.

105 ILCS 5/2-3.64a-5(c), amended by P.A.~~s 100-7, 100-1046, and~~ 101-643; 23 Ill.Admin.Code §1.30. Section 2-3.64a-5(c) requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

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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. [7]

The Superintendent or designee is responsible for: [8]

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 [9]

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion [10]

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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

105 ILCS 5/2-3.64a-5(e)~~, amended by P.A.s 100-222 and 100-1046,~~ no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript. The student's final accountability assessment scores, however, must be placed in the student's permanent record. See also 23 Ill.Admin.Code §375.10.

[7] 105 ILCS 5/22-8~~75 (final citation pending)~~, added by P.A. 101-180. See 6:300-E3, *Form for Exemption from Financial Aid Application Completion*. ISBE provides a waiver form, the FAFSA Nonparticipation Form, for a parent/guardian or eligible student to opt of this graduation requirement at: www.isbe.net/Documents/FAFSA-Non-Participation-Form.pdf. The Alternative Application for Ill. Financial Aid referenced in that form is intended for use by qualifying undocumented and transgender students, and is available at: https://studentportal.isac.org/alternativeapp.

[8] Items #1 and #2 are required by 23 Ill.Admin.Code §1.440(d) and (e), respectively. Item #3 must be addressed because the law leaves many implementation issues unanswered. A comprehensive Student Handbook can provide notice of the district's graduation requirements, conduct rules, and other important information. Item #4 includes discussion of the adjustments required by the Educational Opportunity for Military Children Act, 105 ILCS 70/35(d).

[9] This is optional. State law and rules are silent regarding early graduation. As an alternative, a board may delete the phrase "~~finish 7 semesters of high school and~~."

[10] Required by 105 ILCS 5/14-16.

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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 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 [11]

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, 5/27-3, 5/27-22, and 5/27-22.10.
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)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[11] Optional. 105 ILCS 5/22-27, amended by P.A. 101-131, does not designate a time requirement for when the service member killed in action or veteran "resided within an area currently within the district." Thus, a reasonable interpretation may be adopted locally. The sample policy designates "at the time he or she left high school" as the pertinent time for residence. See 6:300-E1, *Application for a Diploma for a Service Member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict.*

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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 5/27-22.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles or representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
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 determining when a student accomplishes number 4 above as well as a method for recording that fact in the student's school record.
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 finish seven semesters of high school and 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 school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

CURRENT

Subject	Hour Requirement
English	4.0
Mathematics	3.0
Science	3.0
U.S. History	1.0
Government	.5
World History, World Geography, or AP European History	1.0
Health	.5
P.E.	1.5
Driver Education	.25
Consumer Education	.5
Electives	7.75
Total	**23.0**

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, 5/27-3, 5/27-22, and 5/27-22.10.
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: May 17, 2001

REVISED: January 21, 2021

CURRENT

Instruction

Student Testing and Assessment Program [1]

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. [2]
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*. [3]
4. Utilizes professional testing practices. [4]

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State and federal law control this policy's content. 105 ILCS 5/2-3.64a-5(b) requires the Ill. State Board of Education (ISBE) to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. Further information on ISBE assessments is available at: www.isbe.net/Pages/IAR.aspx.~~The Ill. State Board of Education (ISBE) selected the *Partnership for Assessment of Readiness for College and Careers* (PARCC) as the State assessment and accountability measure for grades 3-8 through the 2017-2018 school year. Beginning with the 2018-2019 school year, ISBE began transitioning from PARCC to the *Ill. Assessment for Readiness* (IAR), which continues to use "an anchor set of PARCC items." See letter from State Superintendent Tony Smith, 2-8-19, along with other ISBE resource material at www.isbe.net/IAR. In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the PARCC test for the 2014-2015 school year through the 2017-2018 school year "as a determining factor for making decisions about a student's educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment."~~

105 ILCS 5/2-3.64a-5(c), amended by P.A.~~s 100-7 and~~ 101-643, requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

105 ILCS 5/2-3.64a-5(d) contains the requirements for assessing students receiving special education services and students determined to be English learners.

105 ILCS 5/2-3.64a-5(e)~~, amended by P.A. 100-222,~~ no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript. The scores, however, must be placed in the student's permanent record. See 23 Ill.Admin.Code §375.10. Scores received on state assessments administered in kindergarten through grade 8 must be placed in the student's temporary record. Id.

105 ILCS 5/2-3.64a-10(b), added by P.A. 101-654, requires ISBE to annually assess all public school students entering kindergarten using a common assessment tool, unless ISBE determines that a student is otherwise exempt.

[2] Required by 105 ILCS 5/2-3.64a-5(c), amended by P.A. 101-643.

[3] 105 ILCS 5/2-3.64a-5(e) and 5/2-3.64a-10(c), added by P.A. 101-654~~, amended by P.A. 100-222~~, requires districts to provide State assessment results/scores to students' parents/guardians. The second part of this provision is optional and may be deleted, i.e., "~~and an evaluation of the student's progress~~."

[4] 105 ILCS 5/2-3.107; 23 Ill.Admin.Code §1.30(b).

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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.[5] 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.[6] Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues. [7]

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, 5/2-3.107, 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)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[5] Required by 105 ILCS 5/10-17a~~, amended by P.A.s 100-227, 100-807, and 100-1121~~. School districts must annually, no more than 30 days after receipt from the State Superintendent release their district's and schools' report cards assessing the performance of its schools and students. Districts must: (1) present the report cards at a regular Board meeting, (2) post them on the District's website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. 105 ILCS 5/10-17a(5). The school report card must describe, among other items, student characteristics, curriculum information, student outcomes and progress, and school environment. The environment report must include indicators from the *school climate survey* approved under 105 ILCS 5/2-3.153 (requires ISBE, in addition to its default school climate survey, to identify two or three alternative school survey instruments from which districts may select).

[6] 105 ILCS 5/22-82 requires every school district to report to ISBE for each of its schools, by the 30th day of each school year, all reliable assessments the district administers that are scored by entities outside of the district. The district must make the report on an ISBE-provided form.

Each school must also make this information publicly available to the parents and guardians of its students through the district's Internet website or distribute the information in paper form. Id. at (b). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Although not required by law, if a board wants to direct that this information be shared more broadly with the public for greater transparency, add "and to the community" after "parents/guardians of students."

[7] 105 ILCS 5/2-3.64a-5(e)~~, amended by P.A. 100-222,~~ governs recording assessment results in school student records. See also the Ill. School Student Records Act, 105 ILCS 10/; 23 Ill.Admin.Code §375.10.

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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, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

CURRENT

Students

Equal Educational Opportunities [1]

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity,[2] status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.[3] 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 School Board policy 8:20, *Community Use of School*

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law requires this subject matter be covered by policy and controls this policy's content.

[2] Adopting separate policies or inserting policy statements about accommodations and inclusion of transgender students in the educational program are unsettled areas of the law. Some lawyers believe doing so may open boards to equal protection challenges for not creating separate policies for other protected statuses, e.g., race, nationality, religion, etc. Executive Order (EO) 2019-11, titled "Strengthening Our Commitment to Affirming and Inclusive Schools" established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents. The Ill. State Board of Education (ISBE) hosts these documents on its website.

Consult the board attorney if your board wishes to adopt a separate policy or insert policy statements about accommodations and inclusion of transgender students.

For boards that want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendation into this policy, insert the following in place of "gender identity,": gender, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression~~,~~.

If the board inserts this option, it must also insert the options in f/n 7, below and in f/n 2 of sample policy 7:20, *Harassment of Students Prohibited*, BUT NOTE THE PROTECTED STATUSES LIST IN THIS POLICY IS DIFFERENT AND SHOULD NOT BE COPIED FROM HERE INTO 7:20, *HARASSMENT OF STUDENTS PROHIBITED*.

See 7:10-AP1, *Accommodating Transgender Students or Gender Non-Conforming Students*, for a case-by-case procedure that school officials may use when a student requests an accommodation based upon his or her gender identity.

For a list of policies that address the equal educational opportunities, health, safety, and general welfare of students within the District, see 7:10-E, *Equal Educational Opportunities Within the School Community*.

[3] Many civil rights laws guarantee equal education opportunities; see citations in the Legal References.

In 23 Ill.Admin.Code §1.240, ISBE states that "no school system may deny access to its schools or programs to students who lack documentation of their immigration status or legal presence in the United States, and no school system may inquire about the immigration status of a student (Plyler v. Doe, 457 U.S. 202 (1982))."

The Ill. Human Rights Act (IHRA) and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/5-101(11); 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103. 775 ILCS 5/1-102(A) makes *order of protection status* a protected category.

The IHRA's jurisdiction is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2.

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Facilities.[4] Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*. [5]

Sex Equity [6]

No student shall, based on sex, sexual orientation, or gender identity[7] 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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[4] 23 Ill.Admin.Code §200.40(b) prohibits entering into agreements with entities that discriminate against students on the basis on sex. Section 200.80(a)(4) contains an exception for single sex youth organizations, e.g., Boy and Girl Scouts. Note that the U.S. Supreme Court refused to apply N.J.'s public accommodation law to the Boy Scouts because forcing the Scouts to accept a homosexual as a member would violate the Scouts' freedom of expressive association. Boy Scouts of America v. Dale, 530 U.S. 640 (2002). When deciding whether to allow non-school groups to use its facilities, a public school district may not engage in viewpoint discrimination. Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

[5] Districts must have a grievance procedure. See Legal References following policy. Absent a specific statute or rule, there is no consensus on whether students have the right to appeal a board's decision to the Regional Superintendent and thereafter to the State Superintendent pursuant to 105 ILCS 5/2-3.8.

[6] Every district must have a policy on sex equity. 23 Ill.Admin.Code §200.40(b). The IHRA, Public Accommodation section, prohibits schools from: (1) failing to enroll an individual, (2) denying a individual access to its facilities, goods, or services, or (3) failing take corrective action to stop severe or pervasive harassment of an individual (775 ILCS 5/5-102.2), on the basis of the individual's sex or sexual orientation, among other classifications (775 ILCS 5/5-101). Districts must periodically evaluate their policies and practices to identify and eliminate sex discrimination as well as evaluate course enrollment data to identify disproportionate enrollment based on sex. In-service training for all staff members is required. 23 Ill.Admin.Code §1.420.

With some exceptions, Title IX of the Education Amendments of 1972 (Title IX) guarantees that "[n]o person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance…" 20 U.S.C. §§1681(a). Equal participation and equal opportunity in athletics is addressed in the U.S. Dept. of Education's implementing rules. 34 C.F.R. §106.41. Generally, when a school district offers a team for one gender but not for the other, a member of the excluded gender is allowed to try out for the team unless the sport is a *contact sport*. Contact sports are boxing, wrestling, rugby, ice hockey, football, basketball, and other sports involving bodily contact. The rules also list the factors that determine whether equal opportunities are available to both genders. These include: whether the selection of athletics accommodates the interests and abilities of both genders; equipment and supplies; scheduling; opportunity to receive coaching and academic tutoring; locker rooms, practice facilities, and fields; and publicity. Title IX prohibits any person from sexually harassing a student. See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, for further discussion.

105 ILCS 5/10-20.60 ~~(final citation pending), added by P.A. 100-29,~~ requires public schools to provide reasonable accommodations to breastfeeding students. See sample administrative procedure 7:10-AP-2, *Accommodating Breastfeeding Students*, for specific *reasonable accommodations* under Illinois law.

105 ILCS 5/10-20.63~~0 (final citation pending), added~~amended by P.A. 102-340~~0 163~~, requires school districts to make ~~feminine~~menstrual hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in ~~the~~ bathrooms of every school building~~s~~ that is open for ~~serving~~ student~~s~~ use in grades ~~6~~4 through 12 during the regular school day. **Note:** While P.A. 102-340 expanded the availability of menstrual hygiene products to students in grades 4 and 5, it did not expand the definition of *school building*, which remains defined as serving students in grades 6 through 12~~The statute does not delineate between types of bathrooms (student, staff, girls, boys, unisex, etc.)~~. Consult with the board attorney about implementing this law.

[7] For boards that want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendations into this policy (see f/n 2 above), insert:

1. In place of "or gender identity" as follows: "~~or~~ gender identity, or gender expression".
2. The following sentence as the second sentence of this subhead: "Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity."

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Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). [8]

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator.[9] The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures. [10]

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.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
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 ~~(P.A.s 100-29 and 100-163, final citations pending)~~, 5/10-22.5, 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 Sexual Harassment Grievance Procedure), 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), 7:160 (Student Appearance), 7:165 (~~Student~~ School Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

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[8] Districts must have a grievance procedure and must tell students that they may appeal a board's resolution of a sex equity complaint to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. Student complaints regarding breastfeeding accommodations must also be processed in accordance with these procedures. See sample policy 2:260, *Uniform Grievance Procedure*, at f/n 8.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

[9] Required by regulations implementing Title IX. 34 C.F.R. Part 106.8(a). See f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*. If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, amend this sentence to state: "The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator."

[10] Required by regulations implementing Title IX. 34 C.F.R. Part 106; 23 Ill.Admin.Code §200.40. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Faculty handbooks may contain working conditions and be subject to mandatory collective bargaining. The Ill~~inois~~ Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

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Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, 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. 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 grievance by using Board policy 2:260, Uniform Grievance Procedure.

Sex Equity

No student shall, on the basis of 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).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's 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.

CURRENT

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 5/10-26.60 (P.A.s 100-29 and 100-163, final citations pending, 5/10-22.5, 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 Sexual Harassment Grievance Procedure), 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), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited),7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

Students

Harassment of Students Prohibited [1]

No person, including a School District employee or 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[2]; 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; 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

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[1] State or federal law requires this subject matter be covered by policy, controls this policy's content, and 105 ILCS 5/10-20.7~~69 (final citation pending)~~, added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85~~ (final citation pending)~~, added by P.A. 101-531. Each district must also have a policy on bullying. 105 ILCS 5/27-23.7~~, amended by P.A. 100-137~~; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

This policy's list of protected classifications is identical to the list in 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The protected classifications are found in 105 ILCS 5/27-23.7(a); 775 ILCS 5/1-103, amended by P.A. 101-221; and 23 Ill.Admin.Code §1.240.

The list of protected classifications in sample policy 7:10, *Equal Educational Opportunities*, is different – it does not contain the classifications that are exclusively identified in the bullying statute. 105 ILCS 5/27-23.7.

The Ill. Human Rights Act (IHRA) and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/5-101(11); 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103. 775 ILCS 5/1-102(A), added *order of protection status* to its list of protected categories. The IHRA's jurisdiction is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2.

[2] See f/n 2 in sample policy 7:10, *Equal Educational Opportunities*, for a discussion about Executive Order (EO) 2019-11 establishing the Affirming and Inclusive Schools Task Force (Task Force) that made policy and administrative procedure recommendations to the Ill. State Board of Education (ISBE) that are discussed in a its publication *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents.

For boards that want to incorporate ISBE's sample policy recommendation, insert the following in place of "gender identity;": gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth);.

If the board inserts this option, it must also insert the options in f/ns 2 and 7 of policy 7:10, *Equal Educational Opportunities*, BUT NOTE THE PROTECTED STATUSES LIST IN THIS POLICY IS DIFFERENT AND SHOULD NOT BE COPIED FROM HERE INTO 7:10, *EQUAL EDUCATIONAL OPPORTUNITIES*.

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property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. [3]

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.[4] See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.[5] A student may choose to report to an employee of the student's same gender.

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[3] This list of examples of prohibited conduct is optional. While hate speech is not specifically mentioned in this paragraph, any hate speech used to harass or intimidate is banned. Hate speech without accompanying misconduct may be prohibited in response to actual incidences when hate speech interfered with the educational environment. West v. Derby Unified Sch. Dist., 206 F.3d 1358 (10th Cir. 2000).

[4] Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) and the IHRA prohibit discrimination on the basis of sex and sexual harassment in any educational program or activity receiving federal financial assistance. 20 U.S.C. §1681. Title IX defines sexual harassment as conduct on the basis of sex that meets 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; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in federal law. 34 C.F.R. §106.30. See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, and sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*. Consult the board attorney to ensure the nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of Title IX sexual harassment. See sample procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

The IHRA prohibits any district employee or agent from sexually harassing a student, and defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations. 775 ILCS 5/5A-201(E).

School districts are liable for damage awards for an employee's sexual harassment of a student in limited situations. Liability occurs only when a district official who, at a minimum, has authority to institute corrective action, has actual notice of and is deliberately indifferent to the employee's misconduct. Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998). Schools are liable in student-to-student sexual harassment cases when school agents are deliberately indifferent to sexual harassment, of which they have actual knowledge that is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school. Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999). The Ill. Dept. of Human Rights investigates charges of sexual harassment in violation of the IHRA, and it is a civil rights violation when a district fails to take remedial or disciplinary action against an employee the district knows engaged in sexual harassment. 775 ILCS 5/5A-102.

[5] Using "or any employee with whom the student is comfortable speaking" ensures compliance with Title IX regulations providing that "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment is deemed to have *actual knowledge* which triggers a district's duty to respond. 34 C.F.R. §106.30. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

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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 Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.[6] The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. [7] The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [8]

Nondiscrimination Coordinator:

_____
Name

_____
Address

_____
Email

_____
Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

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[6] If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure."

[7] While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Each district must communicate its bullying policy to students and their parents/guardians. 105 ILCS 5/27-23.7~~, amended by P.A. 100-137~~; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

[8] Title IX regulations require districts to identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~," supplement the previous sentence to state "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." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

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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. [9]

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 or a Complaint Manager.[10] 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.

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 Nondiscrimination Coordinator or designee[11] shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under 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.

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[9] In addition to notifying students of policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*, a district must notify them of the name, office address, email address, and telephone number of district's Title IX Coordinator. 34 C.F.R. §106.8(a). 105 ILCS 5/10-20.69 ~~(final citation pending)~~, added by P.A. 101-418, requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). Student handbooks can be developed by the building principals, but should be reviewed and approved by the superintendent and school board.

The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

[10] If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "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."

[11] "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "~~Nondiscrimination~~" and insert "Title IX" in its place.

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Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel [12]

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 policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or 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, 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 policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

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

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[12] Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85~~ (final citation pending)~~, added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map. For further discussion see f/ns 14-16 in policy 5:90, *Abused and Neglected Child Reporting*.

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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.
105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 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 Sexual Harassment Grievance Procedure), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 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)

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Students

Harassment of Students Prohibited

No person, including a School District employee or 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 identify; 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; 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 fee 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 policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to, the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

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 Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager 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 and Complaint Managers.

Nondiscrimination Coordinator/Title IX Coordinator:

Dr. Adam Zehr,
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

CURRENT

Complaint Managers:

Ms. Jessica Lombard,
Associate Superintendent
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6142
jlombard@district158.org

Dr. Erika Schlichter,
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6139
eschlichter@district158.org

Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

Dr. Rocio Del Castillo,
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158
rdelcastillo@district158.org

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 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.

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 Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under 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.

CURRENT

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or 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, 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 discipline 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 policies 2:260, *Uniform Grievance* Procedure, and 2:265, *Title IX Sexual Harassment Grievance* Procedure).

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 10-22.5, 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 Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 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).

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

Students

Student Assignment and Intra-District Transfer [1]

Attendance Areas

The School District is divided into school attendance areas. The Superintendent will:

1. ~~r~~Review the boundary lines annually and recommend to the School Board any changes or revisions for existing units; or

~~1.~~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~~to the School Board~~. [2]

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.[3] Students living in a given school attendance area will be assigned to that school.[4] Homeless children shall be assigned according to ~~Board~~ policy 6:140, *Education of Homeless Children*.

Transfers Within the District [5]

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. If a request is granted, the parent/guardian shall be responsible for transportation.[6] 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 Superintendent or designee shall assign students to classes.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] 105 ILCS 5/10-21.3a~~State law~~ requires that intra-district transfers be covered by policy and controls this policy's content ~~(105 ILCS 5/10-21.3a)~~.

[2] 105 ILCS 5/10-21.3 requires ~~S~~school attendance areas ~~must~~to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality ~~(105 ILCS 5/10-21.3)~~. Note that the law uses the term units, but that these are often referred to as attendance areas; this policy uses both terms.

[3] Id.

[4] 105 ILCS 5/10-22.5~~State law~~ grants boards broad authority concerning assignment of students to schools ~~(105 ILCS 5/10-22.5)~~. A child is presumed to be a resident of the district in which the child's legal custodian resides. ~~(~~105 ILCS 5/10-20.12b~~)~~. The facts surrounding a transfer of custody will determine whether residency for school attendance purposes has changed. Turner v. B~~oar~~d. of Educ.~~ation~~ North Chicago C~~o~~m~~munit~~y. High Sch.~~ool~~ Dist.~~rict~~ 123, 294 N.E.2d 264 (Ill. 1973).

[5] The details for intra-district transfers are determined locally; State law does not address when, or even if, intra-district transfers should be granted. For districts that maintain one attendance center, delete this subhead.

[6] To limit the acceptable reasons supporting a transfer request, a board should consider this alternative: "…when the parent(s)/guardian(s) demonstrate that the student could be better accommodated by the educational program at another school … ."

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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)

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Students

Student Assignment and Intra-District Transfer

Attendance Areas

The School District is divided into school attendance areas. The Superintendent shall review the boundary lines annually and recommend any changes to the Board. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area shall attend that school. Homeless children shall be assigned according to Board 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. If a request is granted, the parent/guardian shall be responsible for their own transportation unless otherwise approved by the Board. 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:	May 17, 2001
REVISED:	January 19, 2017

CURRENT

Students

School Admissions and Student Transfers To and From Non-District Schools [1]

Age [*Elementary or Unit Districts only*]

To be eligible for admission, a child must be five years old on or before September 1 of that school term.[2] A child entering first grade must be six years of age on or before September 1 of that school term.[3] 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.[4] 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.[5] A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age.[6] Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*. [7] [8]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law requires some of the subject matter contained in this sample policy to be covered by policy and controls this policy's content. Boards must adopt a policy on school admissions (105 ILCS 5/10-21.2) and restricting a student from transferring from another school while under a suspension or expulsion from that school (105 ILCS 5/10-22.6). A *registration guidance document*, updated annually, is available from the Ill. State Board of Education (ISBE) at: www.isbe.net/Documents/guidance_reg.pdf.

[2] 105 ILCS 5/10-20.12. The district may, however, establish a kindergarten for children between the ages of 4 and 6 years old. 105 ILCS 5/10-20.19a and 5/10-22.18. Any child between the ages of 7 and 17 (unless the child has already graduated from high school) must attend public or private school, with certain exceptions allowed for physical and mental disability, lawful employment, or other reasons as specified by statute. 105 ILCS 5/26-1. The phrase "a child between the ages of 7 and 17" is liberally construed to fully carry out the true intent and meaning of the General Assembly (5 ILCS 70/1.01), which is to ensure that students graduate from high school (105 ILCS 5/26-1). Therefore "the ages of 7-17" means a child is 17 until his or her 18th birthday.

[3] Optional sentence.

[4] 105 ILCS 5/10-20.12.

[5] Id. Delete the first four sentences in this paragraph if the district operates a year-round school and use the following alternative:

> To be eligible for admission, a child must be at least five years old within 30 days after the commencement of that school term. Based upon an assessment of the child's readiness to attend school, the District may permit him or her to attend school prior to this date. A child may also attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool and continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will attain age six within four months after the commencement of the term.

[6] 105 ILCS 5/14-1.02 and 5/14-1.03a. An ISBE rule states: "Each school district shall be responsible for actively seeking out and identifying all children from birth through age 21 within the district (and those parentally-placed private school children for whom the district is responsible under 34 C.F.R. §300.131) who may be eligible for special education and related services.~~,~~" 23 Ill.Admin.Code §226.100. Note that after a child is determined to be eligible for special education services, the child must be placed in the appropriate program no later than the beginning of the next school semester. 105 ILCS 5/14-8.02, amended by P.A. 102-199, eff. 7-1-22.

[7] 105 ILCS 5/14A-17, ~~added by P.A. 100-421, eff. 7-1-18 (~~the Accelerated Placement Act (APA)~~)~~. For high school districts, delete this sentence and the cross reference to 6:135, *Accelerated Placement Program*. See 6:135, *Accelerated Placement Program*, and 6:135-AP, *Accelerated Placement Program Procedures*, for further detail.

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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.[9] 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[10] 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.[11]
2. Proof of residence, as required by Board policy 7:60, *Residence*.

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Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age.)*. See f/n 4 in sample policy 6:135, *Accelerated Placement Program* for a discussion about reconciling the APA and 105 ILCS 5/10-20.12. **Consult the board attorney for guidance.**

[8] Districts should consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. Using this exception defeats the age requirement rules because it only relies upon a child's readiness, regardless of his or her age.

[9] Presenting a certified copy of a student's birth certificate is a missing children's law enforcement issue **that may not be used for denying enrollment**. See **Guidance Documents** subhead in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*, for more information about enrollment and residency issues. Consult the board attorney if a student cannot produce a certified copy of his or her birth certificate and wishes to provide a passport, visa or other governmental documentation of identity. To balance the tension between the missing children's laws reporting requirements and Plyler v. Doe (457 U.S. 202 (1982)), many attorneys advise not to report a student's failure to produce a birth certificate; however always consult the board attorney for assistance based upon the specific facts of the enrollment situation (see f/n 11 below).

[10] 23 Ill.Admin.Code §375.10 states that the *student permanent record* shall include basic identifying information, including the student's name, birth date and place, and gender, and evidence required under 325 ILCS 50/5(b)(1).

[11] Two almost identical laws govern this requirement: Missing Children Records Act (325 ILCS 50/) and Missing Children Registration Law (325 ILCS 55/). We reconciled their differences as much as possible but chiefly used the language from the Registration Law because it has the clearest explanation. The statutory enforcement requirements, as nonsensical as they may seem, are quoted in the policy. **Important:** Schools cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. See Plyler v. Doe. See also f/n 18 below.

According to the Ill. State Police, a certified copy of the student's birth certificate is the only acceptable proof of the child's identity and age. 20 Ill.Admin.Code §1290.60(a). For more discussion about acceptable proof of identity, see f/n 1 in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*. The Missing Children's Records Act requires schools to make prompt copies of these certified copies. 325 ILCS 50/5(b). Once made, schools need not request another certified copy with respect to that child for any other year in which the child is enrolled in that school or other entity. Id. While the Act does not mandate where the copy should be kept, it is appropriate for placement in the student's temporary record. See 23 Ill.Admin.Code §375.10. The school person who receives the copy of the certified birth certificate should initial and date the document. That way, if there is a question or an investigation (which can happen even years after enrollment) there will not be an issue as to who received the document and the date it was processed.

A district must also *flag* a student's record on notification by the State police of the student's disappearance and report to the State police any request for a *flagged* student record. 325 ILCS 50/3, 50/5.

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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*. [12]

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.[13] 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. [14]

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.[15] 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 when enrolling in or changing schools. [16]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[12] Each school must maintain records for each student that reflect compliance with the examinations and immunizations required by 105 ILCS 5/27-8.1 and 23 Ill.Admin.Code §1.530(a). A Tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health as having a high incidence of Tuberculosis.

[13] This paragraph is optional in the policy; it reflects the requirements of State and federal law. P.A. 99-30 repealed the Military Compact Act at 105 ILCS 5/22-65 because of the Educational Opportunity for Military Children Act (EOMCA, 105 ILCS 70/); this exact language is not contained in the recoded EOMCA.

[14] Optional. The EOMCA further details enrollment and entrance requirements for children of active military personnel. 105 ILCS 70/33. After enrollment, the law allows a district to perform evaluations to ensure appropriate placement of the student. Course, program, graduation, extracurricular(s), and other placement options for this student population are further discussed in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

[15] Required by Education for Homeless Children Act (105 ILCS 45/) and the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11431 et seq.). See §11432(g)(3)(C)(i).

[16] Optional. 105 ILCS 5/10-20.58~~, added by P.A. 99-781,~~ allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." Liaison responsibilities may include:

1. Streamlining the enrollment process for students in foster care;
2. Implementing student data tracking and monitoring mechanisms;
3. Ensuring that students in DCFS custody receive all school nutrition and meal programs available;
4. Coordinating student withdrawal from a school, record transfers, and credit recovery;
5. Becoming experts on the foster care system and State laws and policies in place that support students in DCFS custody;
6. Coordinating with child welfare partners;
7. Providing foster care-related information and training to the district;
8. Working with DCFS to help students maintain their school placement, if appropriate;
9. Reviewing student schedules to ensure students are on track to graduate;
10. Encouraging a successful transition into adulthood and post-secondary opportunities;
11. Encouraging involvement in extracurricular activities; and
12. Knowing what support is available within the district and community for students in DCFS custody.

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Student Transfers To and From Non-District Schools [17]

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.

Foreign Students [*High School or Unit Districts only*] [18]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[17] 105 ILCS 5/2-3.13a requires each transferor (original) school to keep documentation of transfers in the student's record. It also requires "notification [by the transferee (recipient) school] of the transfer on or before July 31 following the school year during which the student withdraws from the transferor school or school district or the student shall be counted in the calculation of the transferor school's or school district's annual student dropout rate." ISBE rule, 23 Ill.Admin.Code §375.75(e), is consistent with this requirement. The rule also requires the transferring school or district to maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district. 105 ILCS ~~5/~~10/~~-~~8.1 and 70/32). See also 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

A board has two basic options for students transferring into the district who are serving a suspension or expulsion. Under option one, it may comply with the minimum requirements of section 2-3.13a by refusing to allow a student transferring from any public school to attend classes until the period of any suspension or expulsion has expired when the penalty was for: (1) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act; (2) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (3) battering a staff member of the school. Under option two, a board may require a student who was suspended or expelled for *any* reason from any public or private school in this or any other state to complete the entire term of the suspension or expulsion before being admitted to the school district. The sample policy uses the second, more simple, more comprehensive alternative.

A board may adopt a policy providing that if a student is suspended or expelled for any reason from any school, anywhere, the student must complete the suspension's or expulsion's entire term in an alternative school program under Article 13A before being admitted into the school district if there is no threat to the safety of students or staff in the alternative program. 105 ILCS 5/2-3.13a and 5/10-22.6(g). If a board wants to provide for this alternative, it may add the following to either of the above options:

> 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 for the remainder of the suspension or expulsion.

[18] Generally, a citizen of a foreign country who wishes to enter the U.S. must first obtain either: (1) a nonimmigrant visa (for temporary stay for tourism, medical treatment, business, temporary work, or study), or (2) an immigrant visa for permanent residence. Common visas presented by foreign students are:

1. J-1 nonimmigrant visas for participants in educational and cultural exchange programs designated by the U.S. Dept. of State (DOS), Exchange Visitor Program, and Designation Staff. These students are enrolled provided they otherwise qualify for admission. For information about J-1 visas and the Exchange Visitor Program, see j1visa.state.gov/programs.
2. F-1 nonimmigrant student visa. F-1 visas are not issued for attendance at an elementary or middle school (K-8). Before obtaining an F-1 student visa, the individual must submit evidence that the school district has been reimbursed for the unsubsidized per capita cost of the education. These students are enrolled provided they otherwise qualify for admission. However, attendance at U.S. public high schools cannot exceed a total of 12 months.
3. B-2 visitor nonimmigrant visas. There is disagreement over whether these students must be enrolled tuition free. Their *visitor* visa is evidence of nonresident status. Call the district's attorney for guidance.
4. The qualified school-age child of an alien who holds another type of visa, i.e., A, E, H, I, L, etc., other than a visitor visa. These students are enrolled provided they otherwise qualify for admission. Likewise, dependents of foreign nationals on long-term visas are enrolled provided they otherwise qualify for admission.
5. No immigration documentation. Plyler v. Doe. A school cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. Thus, undocumented aliens are enrolled, provided they otherwise qualify for admission.
6. Immigrant visa. These students are enrolled provided they otherwise qualify for admission.

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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. [19]

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.[20] 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[21] [*High School or Unit Districts only*]

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 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.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based system that provides tracking and monitoring, with access to accurate and current information on nonimmigrant students (F and M visas) and exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). See §641, Illegal Immigration Reform and Immigrant Responsibility Act. Section 641 is an exception to the Family Educational Rights and Privacy Act. See 8 C.F.R. §214.1(h). SEVIS enables schools and program sponsors to transmit electronic information and event notifications, via the Internet, to the Dept. of Homeland Security (DHS) and the DOS throughout a student's or exchange visitor's stay. SEVIS will provide system alerts, event notifications, and reports to the end-user schools and programs, as well as for DHS and DOS offices.

According to federal regulations, students who apply for F-1, M-1, F-3, or M-3 visas must pay a $100 fee, and students who apply for J-1 visas must pay a $35 fee, to the DHS. The regulations describe when and how the fee is to be paid, who is exempt from the fee, and the consequences for failure to pay, 8 C.F.R. Parts 103, 214, and 299.

19 State law allows, but does not require, boards to waive nonresident tuition for these students. 105 ILCS 5/10-22.5a.

20 Exchange students on F-1 visas must pay the full-unsubsidized public education costs before entering the U.S. 8 U.S.C. §1101. Boards may not waive the fee.

21 105 ILCS 5/26-2(b). The requirements in this section are provided in State law, that is: (1) it is mandatory that a district deny re-enrollment as provided in this section; (2) it is permissive whether to enroll the individual in a district graduation incentives program or alternative learning opportunities program (although depending on circumstances, a student below the age of 20 may be entitled to enroll in a graduation incentives program); (3) it is mandatory to provide due process before denying re-enrollment; (4) it is mandatory to offer the individual who is denied re-enrollment counseling and to direct that person to alternative educational programs; and (5) it is mandatory that this section not apply to students eligible for special education.

105 ILCS 5/26-2(c) allows a district to deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic or attendance standards if certain conditions are met. See sample policy 7:70, *Attendance and Truancy*.

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LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232, 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, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 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 315/2e, 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 O~~o~~ut 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)

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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 the child's 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.*

The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

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; Immunization; 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.

CURRENT

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 procedures, 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 when enrolling in or changing schools.

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.

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 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.

CURRENT

LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232, 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, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 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 315/2e, 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: May 17, 2001

REVISED: July 19, 2018

CURRENT

Students

Residence [1]

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.[2] A student's residence is the same as the person who has legal custody of the student. [3]

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 ~~Power of Attorney~~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. [4]

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. [5]

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. [6]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. For a resource, see the Ill. State Board of Education's non-regulatory guidance, *Residency & Enrollment, Immigrant Pupils, Homeless Pupils and School Fees & Waivers* at www.isbe.net/Pages/Student-Registration-and-Enrollment-Guidance.aspx.

[2] In certain cases, no tuition may be charged for nonresident children placed: (1) by the Ill. Dept. of Children and Family Services~~DCFS~~ with a foster parent or childcare facility (105 ILCS 5/10-20.12b); or (2) with a person who (i) has temporary custody of a child of a person who is on active military duty, and (ii) is responsible for making decisions for that child (105 ILCS 70/). When special education services are provided, *resident district* is determined by 105 ILCS 5/14-1.11 and 14-1.11a, amended by P.A. 102-514.

[3] In the case of divorced or divorcing parents, the Ill.~~inois~~ Marriage and Dissolution of Marriage Act (IMDMA), 750 ILCS 5/, ~~amended by P.A. 99-90,~~ provides that "for purposes of Section 10-20.12b of the School Code only, the parent with the majority of parenting time is considered to have legal custody." See 750 ILCS 5/606.10. ~~P.A. 99-90~~The IMDMA also requires a *parenting plan* that sets forth a child's residential address for school enrollment purposes. ~~(~~750 ILCS 5/602.10(f)(6)~~)~~. **Consult the board attorney when the residential address set forth in a parenting plan is not the address of the parent with the majority of parenting time.**

[4] 105 ILCS 5/10-20.12b. In order to establish residence, a school district may not require a parent to transfer custody/guardianship to the person with whom the child is living. Israel S. by Owens v. B~~oar~~d. of Educ.~~ation~~ of Oak Park and River Forest High Sch.~~ool~~ Dist. 200, 235 Ill.App.3d 652~~601 N.E.2d 1264~~ (~~Ill.App.~~5th Dist. 1992). See also Joel R. v. B~~oar~~d. of Educ.~~ation~~ of Manheim Sch.~~ool~~ Dist. 83, ~~686 N.E.2d 650~~292 Ill.App.3d 607 (~~Ill.App.~~ 1st Dist. 1997).

[5] 105 ILCS 5/10-20.12a.

[6] 105 ILCS 5/10-20.12b(a-5).

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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 ~~60 days~~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. [7]

Requests for Nonresident Student Admission [8]

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following: [9]

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law. [10]
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Nonresident Students Pursuant to an Agreement or Order [11]

Nonresident students may attend District schools tuition-free 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.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

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[7] 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126. Military personnel must provide proof that the child will be living within the district within ~~60~~six months ~~days~~ after the date of initial enrollment. Proof of residency may include postmarked mail addressed to the military personnel and sent to an address located within the district, a lease agreement for occupancy of a residence located within the district, or proof of ownership of a residence located within the district.

[8] Optional. ~~-~~ A district that wants to include this subhead should specify and customize the listed criteria to match local conditions.

[9] State law is silent regarding nonresident student enrollment except to require the parent(s)/guardian(s) to pay tuition. ~~(~~105 ILCS 5/10-20.12a and 5/10-20.12b~~)~~.

[10] 105 ILCS 5/10-20.12a specifies a formula for calculating the maximum amount a district can charge nonresident students.

[11] The agreement described in #1 is optional (105 ILCS 5/10-22.5a(a)) and districts are not required to enter into such agreements nor to alter existing transportation services due to the attendance of such nonresident students. The agreement described in #2 is optional (105 ILCS 5/10-22.5a(a)); districts should be sure it is consistent with sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. An example of an agreement described in #3 is one to accept nonresident students; entering into such an agreement is optional.

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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.[12] School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status [13]

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 School Board 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[14] 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.: ~~McKinney-Vento Homeless Assistance Act,~~ 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.12a, 5/10-20.12b, ~~and~~ 5/10-22.5, and 5/10-22.5a.
105 ILCS 45/, Education for Homeless Children Act~~ and 70/~~.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill.Admin.Code §1.240.
Israel S. by Owens v. B~~oar~~d. of Educ. of Oak Park and River Forest High Sch.~~ool~~ Dist. 200, ~~601 N.E.2d 1264~~235 Ill.App.3d 652 (~~Ill.App.1,~~5th Dist. 1992).
Joel R. v. Board of Education of Manheim School District 83, ~~686 N.E.2d 650~~292 Ill.App.3d 607 (~~Ill.App.1,~~1st Dist. 1997).
Kraut v. Rachford, ~~366 N.E.2d 497~~51 Ill.App.3d 206 (~~Ill.App.1,~~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)

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[12] Required by 105 ILCS 45/~~1-1 et seq.~~ and the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. See §11432 (g)(3)(C)(i).

[13] Id. See administrative procedure 7:60-AP1, *Challenging a Student's Residence Status*, for sample procedures implementing this paragraph.

[14] 105 ILCS 5/10-20.12b~~, as amended by P.A. 99-670, eff. 1-1-17~~.

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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 Power of Attorney 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 with 60 days 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.

Requests for Nonresident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s) / guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Nonresident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition-free 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.

CURRENT

2. A written agreement with a 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.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

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 policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, 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 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 5/1020.12b.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.
105 ILCS 45/ and 70/.
23 Ill. Admin. Code §1.240.
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264(Ill. App. 1992).
Joel R. v. Board of Education of Manheim School District 83, 686 N.E. 2d 650 (Ill. App. 1, 1997).
Kraut v. Rachford, 366 N.E. 2d 497 (Ill. App. 1, 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).

ADOPTED: May 17, 2001

REVISED: January 19, 2017

CURRENT

Students

Attendance and Truancy [1]

Compulsory School Attendance [2]

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),[3] observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to 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

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[1] State law requires boards to adopt a policy covering some of the topics herein and controls this policy's content. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157, requires any school receiving public funds to develop and annually communicate to its students and their parents/guardians an absenteeism and truancy policy. This policy must be updated every two years and filed with the Ill. State Board of Education (ISBE) and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate]. Id. 105 ILCS 5/3-0.01 states that any references to "regional superintendent" include the chief administrative officer of Intermediate Service Centers established under 105 ILCS 5/2-3.62.~~105 ILCS 5/26-13 requires a policy identifying supportive services and available resources for *truants* and *chronic truants* (defined in 105 ILCS 5/26-2a, amended by P.A. 100-918). 23 Ill.Admin.Code §1.290 requires the same plus that the policy contain a definition of *valid cause* for absence in accordance with 105 ILCS 5/26-2a and a description of diagnostic procedures to identify the cause(s) of unexcused student absenteeism.~~

[2] 105 ILCS 5/26-2~~, amended by P.A. 100-825~~, addresses enrolled students below or over set compulsory attendance ages. The law also requires any persons having custody or control of a child who is enrolled in grades kindergarten through 12 in the public school to cause the child to attend school.

105 ILCS 5/26-1, amended by P.A.s 102-406, 102-266 and 102-321, contains the compulsory school age exemptions. Each listed exception is specifically included in the statute, except the reference to *home school*. See 7:40, *Nonpublic School Students, Including Parochial and Home-Schooled Students*, regarding assigning students who enroll from a non-public school. See 6:150, *Home and Hospital Instruction*, regarding providing instruction to a pregnant student or other student who is medically unable to attend school.

[3] 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s. 102-266 and 102-321. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate school support personnel. Id. See policy 7:250, *Student Support Services*.

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student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.~~.~~[4] Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. [5]

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board 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. [6]
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. [7]
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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[4] 105 ILCS 5/22-90(a)(1) (final citation pending), added by P.A. 102-157, requires a policy with a definition of valid cause for absence in accordance with 105 ILCS 5/26-2a. These reasons are in 105 ILCS 5/26-2a~~, amended by P.A. 100-810,~~ except that (1) "other reason as approved by the Superintendent," and (2) absences for students to vote authorized by 10 ILCS 5/7-42 and 5/17-15, amended by P.A. 101-624, ~~eff. 6-1-20~~ were added. An ~~Ill. State Board of Education (~~ISBE~~)~~ rule requires that the absenteeism and truancy policy defines valid causes for absence. 23 Ill.Admin.Code §1.290.

For elementary districts, delete the following phrase from the second sentence of this paragraph: "~~voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15),~~" and delete 7:90, *Release During School Hours*, from the Cross References.

For high school and unit districts that do not wish to include the **Voting** subhead in policy 7:90, *Release During School Hours*, amend the second sentence of this paragraph as follows: "~~policy 7:90, Release During School Hours (~~the Election Code, 10 ILCS 5/7-42 and 5/17-15~~,)~~"and delete 7:90, *Release During School Hours* from the Cross References.

[5] See f/n 3. In addition, 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471, requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student's pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause.

[6] Any child "necessarily and lawfully employed" may be exempted from attendance by the superintendent "on certification of the facts by and the recommendation of the school board." 105 ILCS 5/26-1. The policy's language serves to delegate this "certification of the facts" to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

> A student may be excused, at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

Child Labor laws include: 29 C.F.R. Part 570 (minimum age standards, occupations, conditions, etc.); 820 ILCS 205/, amended by P.A. 102-32 (child labor laws); 56 Ill.Admin.Code Part 250 (child labor regulations).

[7] 105 ILCS 5/26-1. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

A student whose absence is excused to sound *Taps* shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.

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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. [8]

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. [9]

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. [10]

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, or information about community agency services.[11] 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. [12]

~~8.~~9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement. [13]

Commented [MB1]: The second paragraph from this footnote was moved to footnote 12.

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[8] 105 ILCS 5/26-1~~, amended by P.A. 100-185~~. Such a student must be granted five days of excused absences in any school year and, at the board's discretion, may be granted additional excused absences to visit the student's parent/guardian. The student and his/her parent/guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence and for ensuring that such assignments are completed by the student prior to his/her return to school from the excused absence period. Id.

[9] This notification is required by 105 ILCS 5/26-3b.

[10] 105 ILCS 5/22-90(a)(2) (final citation pending), added by P.A. 102-157; 23 Ill.Admin.Code §1.290(b)(2).

[11] Id. at (3) (final citation pending), added by P.A. 102-157; 23 Ill.Admin.Code §1.290(b)(3). The School Code references to dropout prevention include: 105 ILCS 5/26-3a (regional superintendent activities and annual report); 105 ILCS 5/10-20.25a (annual report by boards); and 105 ILCS 5/1A-4(E) (ISBE report).

[12] 105 ILCS 5/22-90(a)(4) (final citation pending), added by P.A. 102-157, requires the incorporation of provisions relating to chronic absenteeism in accordance with 105 ILCS 5/26-18. 105 ILCS 5/26-18 requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). The review must include an analysis of chronic absence data from each attendance center. Id. Districts are also encouraged to: (1) provide a system of support to students at risk of reaching or exceeding chronic absence levels, i.e., those available through the Illinois Multi-tiered Systems of Support Network; and (2) make resources available to families, i.e., those available through ISBE's Family Engagement Framework, to support and engage students and their families. 105 ILCS 5/26-18(d). *Chronic absence* means "absences that total 10% or more of school days of the most recent school year, including absences with and without valid cause, as defined in Section 26-2a of this Code, and out-of-school suspensions for an enrolled student." 105 ILCS 5/26-18(a). In contrast, a *chronic or habitual truant* is "a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days." 105 ILCS 5/26-2a.

[13] 105 ILCS 5/10-22.6(c-5)~~, amended by P.A. 100-810~~.

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~~9.~~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. [14]

~~10.~~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. [15]

~~11.~~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. [16]

~~12.~~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. [17]

[*For high school and unit districts only*]

~~13.~~14.A process for a 17-year-old resident to participate in the District's various programs and resources for truants.[18] The student must provide documentation of his/her dropout status for

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[14] Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

[15] 105 ILCS 5/26-9 requires school officers and superintendents to assist truant officers. A minor who is reported by the regional superintendent as a chronic truant may be adjudicated a "truant minor in need of supervision" if the minor declines or refuses to fully participate in truancy intervention services. 705 ILCS 405/3-33.5.

Counties may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 10 years of age, on the parent or custodian. 55 ILCS 5/5-1078.2. Municipalities may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 13 years of age, on the parent or custodian. 65 ILCS 5/11-5-9. Local officials or authorities that enforce, prosecute, or adjudicate municipal ordinances adopted under 65 ILCS 5/11-5-9, or that work with school districts to address truancy problems, are designated as: (a) part of the juvenile justice system, established by the Juvenile Court Act of 1987, and (b) *juvenile authorities* within the definition set forth in subsection (a)(6.5) of Section 10-6 of the Ill. School Student Records Act. 105 ILCS 10/6(a)(6.5). Id. **A superintendent should consult with the board attorney before disclosing school student records to non-district entities.** See 7:340-AP1, *School Student Records*, for a sample procedure for release of such records to juvenile authorities.

[16] 105 ILCS 5/26-12~~, amended by P.A. 100-825,~~ prohibits punitive action "unless available supportive services and other school resources have been provided to the student." In addition, "a truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available support services, compel the student to return to school." Id.

[17] 105 ILCS 5/26-3a requires the district to "establish, in writing, a set of criteria for use by the local superintendent of schools in determining whether a pupil's failure to attend school is the result of extraordinary circumstances, including but not limited to economic or medical necessity or family hardship."

This statute also requires the "clerk or secretary" of the board to quarterly report to the regional superintendent and Secretary of State the identity of students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The statute provides that the status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the local district. State Superintendent Koch announced in his *Weekly Message*, 8-28-07, see **Funding & Disbursements** subhead, p.2, at: www.isbe.net/Documents_Superintendent_Weekly_Message/message_082807.pdf, that ISBE is delaying implementing this statute based upon legal guidance from the U.S. Dept. of Education's Family Policy Compliance Office that its implementation would violate the federal Family Educational Rights and Privacy Act.

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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 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.

~~14.~~15. 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. [19]

LEGAL REF.: 105 ILCS 5/26-1 through 1~~8~~6.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and 1.290.

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), 7:340 (Student Records)

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[18] A district must allow this participation; the length of the drop-out period and the documentation requirement contained in the next sentence are permissive. 105 ILCS 5/26-14.

[19] Optional, but provided in 105 ILCS 5/26-2(c)(3)~~, amended by P.A. 100-825~~; ISBE's rule controls the appeal process, 23 Ill.Admin.Code §1.242.

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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 his or her religion forbids secular activity on a particular 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, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to 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 ~~safety or~~ health or safety, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board 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.
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, or information about community agency services. See Board policy 6:110,

Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.

8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. 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.
10. 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.
11. An acknowledgment 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.
12. 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.
13. 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 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. 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.

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and 1.290.

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), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: June 18, 2020

CURRENT

Students

Release Time for Religious Instruction/Observance [1]

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, ~~or~~ 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).[2] ~~This notice shall satisfy the District's requirement for a written excuse when the student returns to school.~~

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons ~~and include a list of religious holidays on which a student shall be excused from school attendance~~, 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. [3]

LEGAL REF.: ~~Religious Freedom Restoration Act, 775 ILCS 35/.~~105 ILCS 5/26-1 and 5/26-2b.
775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State and federal laws control this policy's content. 105 ILCS 5/26-1(5), amended by P.A. 102-406, requires school boards to adopt a policy on student absences for religious holidays. See also 105 ILCS 5/26-2b, amended by P.A. 102-406. 105 ILCS 5/26-1(4) allows a child over 12 and less than 14 years of age to be absent from school while in attendance at confirmation classes. The sample policy does not contain these age or specific religious rite limitations in order to be consistent with First Amendment jurisprudence. According to the U.~~nited~~ S.~~tates~~ Supreme Court, a release time policy does not violate the Establishment Clause; it only accommodates a program of outside religious instruction. Zorach v. Clauson, ~~72 S.Ct. 679~~343 U.S. 306 (1952).

[2] Five days is the most prior notice that can be required. 105 ILCS 5/26-1(5). Schools cannot require students who are excused for religious reasons to submit a written excuse after returning to school. 105 ILCS 5/26-1, amended by P.A. 102-406.

[3] 105 ILCS 5/26-1b and 26-2b, amended by P.A. 102-406.

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Students

Release Time For Religious Instruction/Observance

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence. This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, 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.: Religious Freedom Restoration Act, 775 ILCS 35/5.
105 ILCS 5/26-1 and 5/26-2b.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: May 17, 2001

REVISED: October 19, 2006

CURRENT

Students

Agency and Police Interviews [1]

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, 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: [2]
   a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;

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[1] State or federal law controls this policy's content. The listed standards for procedures, other than compliance with State law, are at the local school board's discretion and may be omitted altogether. The Illinois TRUST Act, 5 ILCS 805/~~, added by P. A. 100-463~~, prohibits law enforcement agencies and officials from enforcing federal civil immigration laws. Under Section 15(b), law enforcement cannot stop, arrest, search, detain, or continue to detain a person solely based on an individual's citizenship or immigration status.

An excellent resource is the *Guidelines for Interviews of Students*, published by the Ill. Council of School Attorneys (ICSA) at: www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf. The publication, *Policing in Schools, Developing a Governance Document for School Resource Officers in K-12 Schools*, was developed by the American Civil Liberties Union, and is available at: www.aclu.org/racial-justice/policing-schools-developing-governance-document-school-resource-officers-k-12-schools. It, like the ICSA *Guidelines*, highlights the need for collaboration between law enforcement and school officials. It recommends that school officials provide law enforcement agencies with information about the school's mission to ensure a safe school environment while respecting student rights. To accomplish this, the white paper recommends that school officials create a *model governance document*, e.g., 7:150-AP, *Agency and Police Interviews*, and provide it to the law enforcement authorities with whom they work.

Another helpful resource is *School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA)*, published by PTAC (2019), at: www.studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa. 105 ILCS 5/10-20.64~~, added by P.A. 100-204,~~ prohibits *student booking stations* from being established or maintained on school grounds. A *student booking station* is "a building, office, room, or any indefinitely established space or site, mobile or fixed, which operates concurrently as: (1) predominantly or regularly a place of operation for a municipal police department, county sheriff department, or other law enforcement agency, or under the primary control thereof, and (2) a site at which students are detained in connection with criminal charges or allegations against those students, taken into custody, or engaged with law enforcement personnel in any process that creates a law enforcement record of that contact with law enforcement personnel or processes." 105 ILCS 5/10-20.64(d).

[2] 105 ILCS 5/22-8~~85 (final citation pending)~~, added by P.A. 101-478 and amended by P.A.s 102-197 and 102-558~~, eff. 1-1-20~~. The statute does not specifically assign these duties to a school official, but instead states that "a law enforcement officer, school resource officer, or other school security personnel" must ensure these conditions are met before detaining and questioning a student on school grounds. For ease of implementation, this policy assigns these duties to a school official as they routinely contact parents/guardians and can arrange for the presence of school personnel during an interview. See the ICSA *Guidelines* for further discussion of school officials' responsibilities when law enforcement authorities interview students at school.

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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, ~~guidance~~ 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. [3]

LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-88.5 ~~(final citation pending)~~
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.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[3] 105 ILCS 5/22-885(b)(4) (final citation pending), added by P.A. 101-478~~, eff. 1-1-20~~. A trained law enforcement officer is someone who: (1) received training in youth investigations approved or is certified by his/her law enforcement agency as a school resource officer per 50 ILCS 705/10.22, or (2) is a juvenile police officer per 705 ILCS 405/1-3(17).

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Students

Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, 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:
   a. Notify or attempt to notify the student's parent/guardian 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, guidance 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.

LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-85 (final citation pending)
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.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

Students

Student Appearance [1]

A student's appearance, including dress and hygiene~~grooming~~, must not disrupt the educational process~~, interfere with the maintenance of a positive teaching/learning climate,~~ or compromise ~~reasonable~~ standards of health~~,~~ and safety~~, and decency~~. 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.[2] Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance, ~~handling students who dress or groom inappropriately~~ will be developed by the Superintendent or designee and included in the *Student Handbook(s)*. [3]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] Required by 105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22, for recognition under 105 ILCS 5/2-3.25 (*Jett Hawkins Law*). For districts to receive recognition from the Ill. State Board of Education (ISBE), they must provide assurances of compliance with the *Jett Hawkins Law*, this policy's second sentence does that. ISBE will have resource materials on its website by 7-1-22. State or federal law also controls this policy's content.

105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22, specifically authorizes a school board to adopt a school uniform or dress code policy. **There are hundreds of decisions on dress codes and uniform policies, making it imperative that a board contact its attorney for assistance in applying the law to specific fact situations.**

Generally, if a student's dress has sufficient communicative content, it will warrant First Amendment protection. If protected, a school's ability to regulate the dress will be analyzed according to Tinker v. Des Moines Indep~~endent~~ Sch.~~ool~~ Dist.~~rict~~, 89 S.Ct. 733 (1969) – it may be regulated only if it would substantially disrupt school operations or interfere with the right of others. In Brandt v. B~~oar~~d. of Educ. of City of Chicago, 2006 WL 623651 (N.D.Ill.~~,~~ 2006), *earlier decision*, 326 F.Supp.2d 916 (N.D.Ill., 2004), an Illinois federal court upheld a school's authority to punish students for wearing t-shirts portraying a one-handed boy; the court said: "A school need not tolerate student speech that is inconsistent with the school's basic educational mission even though the First Amendment would protect similar speech or expressive conduct outside of the school setting. This holding is suspect after the Seventh Circuit decision in Zamecnik v. Indian Prairie Sch.~~ool~~ Dist. #204, 636 F.3d 874 (7th Cir. 2011). There the court held that the school district violated students' free speech rights by forbidding them from wearing during school hours a T-shirt saying "Be Happy, Not Gay."

A school may regulate student dress that does not have sufficient communicative content to receive free speech protection, provided the regulation is not arbitrary or excessive. Although many courts have ruled similarly with respect to grooming, e.g., hair length, and non-earring piercings, the Seventh Circuit, the federal appellate court that governs Illinois, has struck down school regulations governing hair length and earrings (See Breen v. Kahl, 419 F.2d 1034 (7th Cir.~~,~~ 1969); Crews v. Cloncs, 432 F.2d 1259 (7th Cir.~~,~~ 1970) (exclusion of long-haired student from class constituted denial of equal protection to male students); Arnold v. Carpenter, 459 F.2d 939 (7th Cir.~~,~~ 1972); Holsapple v. Woods, 500 F.2d 49 (7th Cir.~~,~~ 1974) (limitation of ruling recognized by Hayden ex rel. v. Greensburg C~~o~~m~~munit~~y. Sch.~~ool~~ Corp., 743 F.3d 569 (7th~~th~~ Cir.~~,~~ 2014) (recognizing school's right to set policy); Olesen by Olesen v. B~~oar~~d. of Educ. Dist. 228, 676 F.Supp. 820, 822 (N.D.Ill.1987) (male students have a liberty interest in wearing an earring to school). But see Blau v. Fort Thomas Public Sch. Dist., 401 F.3d 381 (6th Cir. 2005) (upheld a Kentucky middle school's student dress code that prohibited visible body piercing other than ears). A school's uniform policy was upheld in Alwood v. Clark and Belleville T~~o~~w~~nshi~~p. High Sch.~~ool~~ Dist. 201, 2005 WL 2001317 (S.D.Ill.~~,~~ 2005).

[2] For boards that want to expand upon the law's requirement of race, ethnicity, or hair texture, amend this sentence as follows:

"The District does not prohibit hairstyles or hair textures historically associated with historically associated with race, ethnicity, ~~or~~ hair texture, or any other protected classes under Board policy 7:10, *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks, and twists."

If the board chooses this expansion and also uses policy 7:165, *School Uniforms*, ensure that this option aligns with the option in 7:165's f/n 10.

[3] A comprehensive Student Handbook can provide notice to parents and students of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The Handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board.

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LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.
Tinker v. Des Moines Indep~~endent.~~endent Sch.~~ool~~ Dist., ~~89 S.Ct. 733~~393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:165 (School Uniforms), 7:190 (Student Behavior)

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Members of the Ill. Principals Assoc. may subscribe to the IPA's Model Student Handbook Service. While this service is not a handbook *per se*, it provides principals with quick, user-friendly access to model student handbook provisions that are attorney drafted and fully aligned with IASB's policy services. For more information, see:
www.ilprincipals.org/resources/model-student-handbook. See also 7:190-E2, *Student Handbook Checklist*.

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Students

Student Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/10-22.25b.
Tinker v. Des Moines Independent School Dist., 89 S.Ct. 733 (1969).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

REVISED: November 9, 2017

CURRENT

Students

Prevention of and Response to Bullying, Intimidation, and Harassment [1]

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, national origin, military status, unfavorable discharge status from the 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, or actual or potential marital or parental status, including pregnancy, 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: [2]

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.

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[1] All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years (see f/n 16, below). 105 ILCS 5/27-23.7~~, amended by P.A. 100-137. Every two years, each district must review and re-evaluate this policy, make necessary and appropriate revisions, and file the updated policy with the Ill. State Board of Education (ISBE)~~. This sample policy's first paragraph allows a school board to consider its goals for preventing bullying and remedying its consequences; it may be amended.

In addition to a bullying prevention policy, all districts must have a policy on student behavior. 105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280. Boards must, in consultation with their parent-teacher advisory committees and other community-based organizations, address aggressive behavior, including bullying, in their student behavior policy. See 7:190, *Student Behavior*; 7:190-E1, *Aggressive Behavior Reporting Letter and Form.*

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. See f/n 10~~7~~, below.

[2] This paragraph and its subparts 1-4 are from the bullying prevention statute. 105 ILCS 5/27-23.7(a); see also 775 ILCS 5/1-103 and 23 Ill.Admin.Code §1.240. The protected statuses are mandated by the bullying prevention statute; the list of protected statuses is identical to the list in 7:20, *Harassment of Students Prohibited*.

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Definitions from 105 ILCS 5/27-23.7 [3]

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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, 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*.

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, ~~and~~ (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. [4]

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 ~~guidance~~

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[3] All definitions are directly from 105 ILCS 5/27-23.7~~, amended by P.A. 100-137~~. See also resources from Cyberbullying Research Center, available at: cyberbullying.org/, and the U.S. School Safety Clearinghouse website at www.SchoolSafety.gov, discussed in f/n 1, para. 3 of policy 4:170, *Safety*.

[4] 105 ILCS 5/27-23.7(b), amended by P.A. 102-241.

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counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards. [5]

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; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12. [6]

1. The District uses the definition of *bullying* as provided in this policy. [7]
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 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, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking.[8] 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.[9] Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

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[5] 105 ILCS 5/27-23.7(b), amended by P.A. 102-197.

[6] As each numbered requirement, 1-12, corresponds with the same number in 5/27-23.7(b)1-12, there are no reference citations in footnotes. All non-statutory requirements, plus alternatives and optional provisions, are described in footnotes.

[7] 105 ILCS 5/27-23.7(b), para. 3(1). See f/n 4, above and ISBE's *School Policies for Bullying Prevention* at: www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf.

A board may augment the School Code requirement by using this alternative:

> Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (a) the District prohibits bullying, and (b) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

[8] The statute requires that the policy contain the email address and telephone number for the staff person(s) responsible for receiving bullying reports. Using the district Nondiscrimination Coordinator and Complaint Managers is consistent with 2:260, *Uniform Grievance Procedure*. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. A telephone number for making anonymous reports may also be added.

[9] 105 ILCS 5/27-23.7(d)~~, amended by P.A. 100-137~~, requires that "[s]chool personnel available for help with a bully or to make a report about bullying" be made known to parents/guardians, students, and school personnel.

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Nondiscrimination Coordinator: [10]

Name

Address

Email

Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. [11]

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.

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[10] Sample policy 2:260, *Uniform Grievance Procedure*, states that a district's Nondiscrimination Coordinator also serves as its Title IX Coordinator. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, list the Title IX and Nondiscrimination Coordinators' names separately in this policy. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

[11] 105 ILCS 5/10-20.14 contains a similar requirement. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form.*

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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. [12]

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. [13]

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person ~~student~~'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[14] with regard to students~~treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions~~.

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~~knowingly making a~~ falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided~~ing knowingly~~ 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~~must be~~ 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 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 employees when hired), and must also be provided periodically throughout the school year to students and faculty. [15]

11. Pursuant to State law and 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

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[12] This sentence contains requirements found in 105 ILCS 5/27-23.7(d).

[13] A grant may be available from ISBE ~~the Ill. State Board of Education~~ for the promotion of a safe and healthy learning environment. 105 ILCS ~~5/2-3.176~~5/2-3.180 and 3.181, added by P.A. 101-438 and renumbered by P.A. 102-558. A list of grant funding opportunities is available at: www.isbe.net/Pages/Grants.aspx.

[14] Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the greatest extent practicable). See 7:200, *Suspension Procedures*, at f/n 8 and policy 7:210, *Expulsion Procedures*, at f/ns 11 and 13.

[15] 105 ILCS 5/27-23.7(b)(10)~~, amended by P.A. 100-137~~.

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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: [16]

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:

1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
2) 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 a signed statement from the board; or
3) 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: [17]

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[16] 105 ILCS 5/27-23.7. See the ISBE guidance document that is cited in f/n 7, above. In 2020, ISBE extended submission to 12-30 in 2020.

[17] The statute requires that the bullying policy *be consistent with* other board policies. The list of policies may be deleted and the following alternative used: "12. The District's bullying prevention plan must be consistent with other Board policies." If a policy list is included, be sure the referenced policies were adopted locally and amend the list accordingly.

The bullying statute does not identify staff member duties regarding the prevention of or response to student bullying. The following optional provision addresses staff member responsibilities and may be added as a new paragraph 13:

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
    a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
    b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
    c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
    d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

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a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

b. 2:265, *Title IX Sexual Harassment 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. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

d. 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.

e. 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.

f. 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).

g. 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.

h. 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.

i. 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. **18**

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18 For elementary districts, delete: ~~and 7:315, *Restrictions on Publications; High Schools*~~ and delete the Cross Reference to 7:315, *Restrictions on Publications; High Schools*. For high school districts, delete ~~7:310, *Restrictions on Publications; Elementary Schools*, and~~ and delete the Cross Reference to 7:310, *Restrictions on Publications; Elementary Schools*. In both cases, revise the beginning of the sentence to read: "This~~e~~ policy~~ies~~ prohibit<u>s</u> students from and provide<u>s</u>."

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LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children's Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
~~105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.~~
23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 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 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

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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, national origin, military status, unfavorable discharge status from the 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, immigration status, or actual or potential marital or parental status, including pregnancy, 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 designed 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 non-school-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyber-bullying* 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.

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*.

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, and (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.

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 guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

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; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

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 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, Building Principal, Assistant Building Principal, Dean of Students, 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.

   Nondiscrimination Coordinator/Title IX Coordinator:

   Dr. Adam Zehr,
   Assistant Superintendent Human Resources

   650 Dr. John Burkey Drive
   Algonquin, IL 60102
   (847) 659-6150
   azehr@district158.org

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Complaint Managers:

Ms. Jessica Lombard,
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Dr. Erika Schlichter,
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Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
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Dr. Rocio Del Castillo,
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158
rdelcastillo@district158.org

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
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**. A student's act or reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

CURRENT

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, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be 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 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 employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. 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. The Superintendent or designee must post the information developed as a result of the policy 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.
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 Sexual Harassment 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. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    d. 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.
    e. 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.
    f. 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).
    g. 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.
    h. 7:190, *Student Discipline.* This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

CURRENT

i. 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.: 405 ILCS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill. Admin. Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265, (Title IX Sexual Harassment Grievance Procedure), 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 Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High School)

APPROVED: January 24, 2008

REVISED: October 22, 2020

CURRENT

Students

Student Behavior 1

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. 2

When and *Where* Conduct Rules Apply 3

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:

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1 All districts must have a policy on student discipline, including school searches and bullying prevention (105 ILCS 5/10-20.14); re-engagement of students returning from an exclusionary discipline or an alternative school (105 ILCS 5/10-22.6(b-25)); and corporal punishment (105 ILCS 5/24-24). See also 23 Ill.Admin.Code §1.280. See the Cross References for policies on searches and bullying. Each district must furnish a copy of the discipline policy to parents/guardians within 15 days after the beginning of the school year, or within 15 days after starting classes for a student who transfers into the district. 105 ILCS 5/10-20.14(a). The school board must require that each school inform its pupils of the discipline policy's contents. Id.

School boards, along with the parent-teacher advisory committee, must annually review their pupil discipline policies, those policies' implementation, and any other factors related to the safety of their schools, students, and staff. Id. For more information about the parent-teacher advisory committee, see 2:150, *Committees*. The parent-teacher advisory committee, in cooperation with local law enforcement agencies, must develop, with the school board, a reciprocal reporting system. 105 ILCS 5/10-20.14(b). See 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*. School districts are encouraged to create memoranda of understanding that define law enforcement's role in schools. See 7:190-E3, *Memorandum of Understanding*.

Given the unique concerns facing school officials, school disciplinary codes are not required to be drafted as narrowly or with the same precision as criminal statutes. Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

2 The goals and objectives in this policy give the board a focus for monitoring it. This list can be deleted, replaced, or modified by the board. Data on student discipline is available at: www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx.

See f/n 1 in policy 4:170, *Safety*, for information on the U.S. School Safety Clearinghouse website at: www.SchoolSafety.gov.

3 Board policy should provide a jurisdictional statement telling students and staff the circumstances under which the district will take disciplinary action. Jurisdictional rules in board policy should generally be as broad as possible to give staff members authority to respond to unforeseen situations. Taking jurisdiction over off-campus misconduct generally survives the test of reasonableness when the misconduct has a direct nexus to the school. A countervailing interest concerns liability for off-campus student injuries, i.e., the greater the jurisdiction a district is willing to impose, the greater the scope of liability it may be assuming. Ultimately, a decision whether to discipline for off-campus misconduct requires a thorough factual inquiry to determine the degree of nexus and impact on the school. Consult the board attorney in these situations.

A U.S. Supreme Court decision and m~~M~~any lower court decisions address disciplining a student for off-campus misconduct. See Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021), discussed in f/n 3 of sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities*; and~~for example, see:~~ J.S. v. Blue Mountain Sch. Dist., 650 F.3d 915 (3rd Cir. 2011), combined with Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3d Cir. 2011), cert. denied 565 U.S. 115~~1~~6 (2012)(absent evidence that parodies of school personnel caused, or could cause, substantial disruption, school districts may not punish out-of-school expressive conduct, even if it is lewd, indecent, or offensive speech).

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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. **4**

Prohibited Student Conduct **5**

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. **6**

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In contrast, the 7th Circuit Court of Appeals upheld a student's expulsion for an article in an underground newspaper titled "So You Want to be a Hacker." The article's instructions for hacking into the school's computers clearly interfered with the school's operations. Boucher v. Sch. Bd. of the Sch. Dist. of Greenfield, 134 F.3d 821 (7th Cir. 1998). See also Wisniewski v. Bd. of Educ. of the Weedsport Central Sch. Dist., 494 F.3d 34 (2nd Cir. 2007), cert. denied 552 U.S. 1296 (2008), (holding a student's transmission of an icon of a pistol with blood splattering and the words "Kill Mr. VanDer Molen" crossed the boundary of protected speech and posed a reasonably foreseeable risk that the icon would come to the attention of school authorities and materially and substantially disrupt the school).

~~Note that the~~Historically, schools have had more leeway in disciplining ~~law is different regarding~~ participants in athletics and extracurricular activities; however, the Mahanoy decision raises unresolved questions about the degree of leeway now afforded to school officials. See policy 7:240, *Conduct Code for Participants in Extracurricular Activities* at f/n 3 for further discussion.

A judge may transfer a student to another school for committing stalking or non-consensual sexual contact against another student, or for aiding and abetting such an act; the parents/guardians are responsible for transportation and other costs associated with the transfer. Stalking No Contact Order Act and the Civil No Contact Order Act, 740 ILCS 21/80 and 22/213. A school district is seldom notified when a transfer order is requested. When notified, school officials should immediately seek the board attorney's advice concerning available options.

4 The factual context will determine the appropriateness of taking jurisdiction. Contact the board attorney before disciplining a student for off-campus conduct. See Doe v. Superintendent of Schs. of Stoughton, 767 N.E.2d 1054 (Mass. 2002)(suspension for off-campus commission of a felony was upheld).

5 Consult the board attorney for advice on deleting or modifying any of the items in this section on prohibited student conduct.

6 105 ILCS 5/10-20.5b prohibits use of tobacco on school property. Federal law prohibits smoking within schools by anyone. Pro-Children Act of 1994, 20 U.S.C. §6081 et seq. Districts that fail to comply risk a civil penalty of up to $1,000 per violation per day. 20 U.S.C. §6083(f)(1). See 8:30, *Visitors to and Conduct on School Property*, for more information.

The U.S. Food and Drug Administration now regulates electronic cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed.Reg. 28973. An electronic or e-cigarette resembles a regular cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. The liquid may contain nicotine. E-cigarettes are sometimes referred to as e-cigs, vapes, e-hookahs, vape pens, and electronic nicotine delivery systems (ENDS), and they are generally involved in *vaping*. Vaping is the act of inhaling and exhaling the aerosol, often referred to as vapor that is produced by an e-cigarette or similar device. An e-cigarette resembles a cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. Some e-cigarettes do not look like tobacco products and are shaped like other objects, such as USB flash drives, and are more easily concealed.

Information and resources are available at:

www.isbe.net/Pages/School-Health-Issues.aspx
www.fda.gov/tobaccoproducts/default.htm
www.cdc.gov/tobacco/basic_information/e-cigarettes/index.htm
www.dph.illinois.gov/topics-services/prevention-wellness/tobacco/e-cigarettes-and-vapes
www.drugabuse.gov/drugs-abuse/tobacconicotine-vaping

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2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.[7] 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*). [8]

   b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription. [9]

   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. [10]

   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*. [11]

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[7] *Alcoholic beverages* are defined in 235 ILCS 5/1-3.01 to 3.05.

[8] *Controlled substance* is defined in 720 ILCS 570/102(f); *cannabis* is defined in 720 ILCS 550/3(a) and in 410 ILCS 705/1-10, added by P.A. 101-27. Either spelling, *marihuana* or *marijuana*, is correct; however, *marijuana* is more common. See f/n 11 for a discussion of medical cannabis and *Ashley's Law*.

[9] *Anabolic steroid* is defined in 720 ILCS 570/102(c-1).

[10] See policies 7:240, *Conduct Code for Participants in Extracurricular Activities*, and 7:300, *Extracurricular Athletics*.

[11] To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program. 410 ILCS 130/, amended by P.A.~~s 100-660 and~~ 101-363, scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis. This includes in a school bus or on the grounds of any preschool, or primary or secondary school unless the student meets the requirements of 105 ILCS 5/22-33, a/k/a *Ashley's Law*. 410 ILCS 130/30(a)(2) and (3), amended by P.A.~~s 100-660 and~~ 101-363, scheduled to be repealed on 7-1-20. *Ashley's Law* provides that school districts "shall authorize a parent or guardian or any other individual registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Program Act." 105 ILCS 5/22-33(b), ~~added by P.A. 100-660 and~~ amended by P.A. 101-363. Once the product is administered, the designated caregiver must remove the product from the school premises/bus. Id. 105 ILCS 5/22-33(b-5), added by 101-370, allows a properly trained school nurse or administrator to administer medical cannabis infused products to a student while at school, 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. The product may not be administered in a manner that would (in the school or district's opinion) create a disruption or expose other students to the product, and schools are not required to authorize use of the product if the school or district would lose federal funding as a result. 105 ILCS 5/22-33(c)~~, added by P.A. 100-660~~. For more discussion, see f/n 25 in 7:270, *Administering Medicines to Students*. Contact the board attorney for advice concerning medical cannabis, including whether a federal or State law requires the district to accommodate a student who is a *registered qualifying patient*. See Americans with Disabilities Act of 1990, 42 U.S.C. §12101 et seq.; Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. §1400 et seq.; Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794; 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b; and 23 Ill.Admin.Code Part 226.

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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. **12**

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. **13**

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. **14**

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. **15**

5. Using or possessing an electronic paging device. 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. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing,

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12 The Powdered Caffeine Control and Education Act states: "No person may sell, offer for sale, give away, or provide free samples of powdered pure caffeine to any person under age 18 located within the State or to any person under age 18 making the purchase from within the State." A limited exception to this prohibition exists for "the sale of any powdered pure caffeine product that receives explicit approval as safe and effective for its intended use under the federal Food, Drug, and Cosmetic Act or is lawfully marketed under an over-the-counter monograph issued by the United States Food and Drug Administration." 410 ILCS 647/20.

13 *Counterfeit* and *look-alike substances* are defined in 720 ILCS 570/102(g) and (y). This provision is broader because it would apply, for example, if a student represents a powdered vitamin to be pure caffeine – pure caffeine is prohibited on campus even though it is a legal substance. Look-alike drugs should be defined; an unpublished Ill. appellate decision in 2000 found a policy prohibiting possession of *look-alikes* had vagueness problems.

14 *Drug paraphernalia* is defined in 720 ILCS 600/2(d). Contact the board attorney for advice concerning a student who is a *registered qualifying patient*, as explained in f/n 11.

15 This language is broader than the **Weapons** section of this policy. The **Weapons** section contains the statutorily required punishment for "a student who is determined to have brought" a weapon to school along with the statutory definition of *weapon*. 105 ILCS 5/10-22.6(d). The language in item #4 is broader because it prohibits "using, possessing, controlling, or transferring" a weapon in addition to violating the **Weapons** section. See the footnotes in the **Weapons** section for a discussion of the Firearm Concealed Carry Act's provisions.

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receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. 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[16] 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); (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. **17**

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. 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.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

9. 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. **18**

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[16] Delete "and out-of-sight" if the district wants to provide greater flexibility.

17 105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices, but State law leaves to local boards the discretion whether to prohibit student possession of cellular phones. 105 ILCS 5/10-20.28. The misuse of camera phones can seriously invade a student's privacy. A board wanting a sweeping prohibition may use the following alternative for item #5:

> Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.

Operating transmitters designed to jam or block wireless communications violates the federal Communications Act of 1934. 47 U.S.C. §§301, 302a, and 333. Fines are as high as $10,000 for each violation and/or imprisonment, and the device may also be seized. 47 U.S.C. §§501-510.

Making a video recording or live video transmission of another person without their consent in a restroom, locker room, or changing room is a Class 4 felony. 720 ILCS 5/26-4. A minor who distributes or disseminates an indecent visual depiction of another minor through the use of a computer or electronic communication device may be subject to adjudication as a minor in need of supervision. 705 ILCS 405/3-40.

18 All districts must have a policy on bullying. 105 ILCS 5/27-23.7(d). Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the statutory definition of bullying. Districts must also have an age-appropriate policy on sexual harassment. 105 ILCS 5/10-20.69 ~~(final citation pending)~~, added by P.A. 101-418~~.~~. See policy 7:20, *Harassment of Students Prohibited*, and its f/n 7 for further detail.

105 ILCS 5/10-20.14 requires boards, in consultation with their parent-teacher advisory committees and other community-based organizations, to include provisions in their student discipline policy to address aggressive behavior, including bullying. These provisions must include procedures for notifying a student's parents/guardians about his/her aggressive behavior and early intervention procedures based upon available community-based and district resources. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

Suspending students for hazing was upheld in Gendelman v. Glenbrook North High Sch. and Northfield T~~o~~w~~nshi~~p. Sch. Dist. 225, 2003 WL 21209880 (N.D.Ill. 2003). This decision may have been legislatively overturned by amending 105 ILCS 5/10-20.14.

The failure of a school official (including any administrator, teacher, counselor, support staff, or coach) to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1.

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10. 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.

11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*. **19**

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. **20**

13. Entering school property or a school facility without proper authorization.

14. 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.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants. **21**

16. 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. **22**

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. **23**

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

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A person commits a felony hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals, regardless of the existence of any other motivating factor or factors, he or she commits assault, battery, aggravated assault, intimidation, stalking, cyberstalking, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action, disorderly conduct, transmission of obscene message, harassment by telephone, or harassment through electronic communications as these crimes are defined in the Criminal Code. 720 ILCS 5/12-7.1~~, amended by P.A.s 100-197 and 100-260~~. The penalty is heightened when the offense is committed in a school or administrative facility.

720 ILCS 5/26-1(a)(3.5) and (b) make transmitting a threat of violence, death, or bodily harm directed against persons at a school, school function, or school event, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

19 All school boards must have a policy on prohibited teen dating violence. 105 ILCS 110/3.10. Verify that the board adopted the policy listed and amend its title in this policy, if necessary.

20 720 ILCS 5/26-1(a)(3.5) and (b) make threatening to destroy a school building or school property, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

21 105 ILCS 5/26-2a, amended by P.A.s 102-406, 102-266, and 102-321~~100-918 and 100-810~~; 5/26-9; and 5/26-12, amended by P.A.~~s 100-810 and~~ 101-81. See policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*, and 7:70, *Attendance and Truancy*.

22 State law requires schools to suspend or expel any student who engages in this activity. 105 ILCS 5/31-3.

23 See Kelly v. Bd. of Educ. of McHenry C~~o~~m~~muni~~ty. High Sch. Dist. 156, 2007 WL 114300 (N.D.Ill. 2007)(upheld student's expulsion for drawing gang symbols while at school; testimony that the danger posed by gang signs and the presence of gangs at school supported the board's insistence on strict enforcement of board policy prohibiting gang related behavior and made expulsion a proper remedy).

740 ILCS 147/15 et seq. allows a school district to bring a civil suit against a gang, gang officers, or gang members for losses it suffers due to their criminal activity.

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19. 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 threatened individual because of his or her duties or employment status or status as a student inside the school. **24**

20. 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. **25**

21. 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. **26**

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. **27**

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.**28** 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. **29**

Disciplinary Measures **30**

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-

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24 This statement of misconduct restates 105 ILCS 5/10-22.6(d-5)~~, amended by P.A. 100-810~~. The following alternative provides a shorter statement but will require the administrator to check the statute before imposing discipline based on it:

> Making an explicit threat on an Internet website against a school, employee, or any school-related personnel under circumstances described in 105 ILCS 5/10-22.6(d-5).

25 For more information regarding unmanned aircraft systems, see www.faa.gov/uas/.

26 A catchall provision, e.g., this one, gives staff members authority to respond to unforeseen situations.

If the board adopts a mandatory uniform policy (see 7:165, *School Uniforms*), add the following item to the list as number 22: "Failing to comply with the mandatory uniform policy, but only after repeated attempts to secure compliance, such as conferences with parents/guardians, have been unsuccessful."

27 *Possession* should be defined to avoid vagueness problems.

28 See f/n 1~~8~~7.

29 Mandated by 105 ILCS 5/10-20.36.

30 **IMPORTANT**: The practice of suspending or expelling a student based on the number of accumulated disciplinary infractions is illegal under 105 ILCS 5/10-22.6. This includes a system of assigning points to specific infractions and then tallying the points a student receives over a period of time to determine a disciplinary exclusion from school.

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exclusionary discipline before using out-of-school suspensions or expulsions.[31] School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.[32] Potential disciplinary measures include, without limitation, any of the following: [33]

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. [34]
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised. [35]
7. After-school study or Saturday study[36] 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.

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Before amendments to 105 ILCS 5/10-22.6, courts used the following factors to determine if a board abused its discretion when it expelled a student: (1) the egregiousness of the student's conduct; (2) the record of the student's past conduct; (3) the likelihood that such conduct will affect the delivery of educational services to other students; (4) the severity of the punishment; and (5) the intent of the child. Robinson v. Oak Park, 213 Ill.App.3d 77 (1st Dist. 1991); Wilson ex rel. Geiger v. Hinsdale Elementary Dist., 349 Ill.App.3d 243 (2nd Dist. 2004). Whether courts will continue to use these factors is yet to be determined. The amendments to 105 ILCS 5/10-22 call into question the validity of relying on past misconduct in suspension or expulsion decisions.

Aside from procedural due process protection, students have a constitutional substantive due process right. This right protects them from an abuse of government power which "shocks the conscience." While the scope of substantive due process is very limited, it is available to students who believe they were subject to arbitrary and excessive discipline. Generally, however, school officials need not fear being found guilty of a substantive due process violation. Federal courts are loath to second-guess school officials. See Tun v. Whitticker, 398 F.3d 899 (7th Cir. 2005)(expulsion did not amount to a substantive due process violation because it fell short of the required *shocks the conscience* standard).

31 105 ILCS 5/10-22.6(b-5). In addition, subsection c-5 states, "[s]chool districts must make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, 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." 105 ILCS 5/10-22.6(c-5)~~, amended by P.A. 100-810~~.

32 105 ILCS 5/10-22.6(h).

33 Most school attorneys advise against using a grade reduction as a disciplinary measure. A decision upholding such a policy is Knight v. Bd. of Educ., 38 Ill.App.3d 603 (4th Dist. 1976). A decision striking one is Smith v. Sch. City of Hobart, 811 F.Supp. 391 (N.D.Ind. 1993)(grade reduction policy requiring 9-week grades to be reduced 4% for each day of a suspension was found unconstitutional).

34 While restitution is permitted, issuing a fine or fee as a disciplinary consequence is not permitted. 105 ILCS 5/10-22.6(i). Possible parental liability for damages under the Parental Responsibility Law (740 ILCS 115/5) is discussed in a footnote in sample policy 7:170, *Vandalism*.

35 An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(l)~~, added by P.A. 100-1035~~. Providing programming during in-school suspensions is not required, however providing such programming will help distinguish them from exclusionary suspensions. See f/n 3 in policy 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs.

36 Teachers may not be required to teach on Saturdays. 105 ILCS 5/24-2.

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8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs.**37** The District will not 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. **38**

10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*. **39**

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*.**40** A student who has been suspended may also be restricted from being on school grounds and at school activities. **41**

12. Expulsion from school and all school activities for a definite time period not to exceed ~~2~~two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*.**42** A student who has been expelled may also be restricted from being on school grounds and at school activities. **43**

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. **44**

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*,

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37 See Herndon v. Chapel Hill-Carrboro City Bd., 89 F.3d 174 (4th Cir. 1996)(upheld policy requiring students to complete community service in order to graduate).

38 Consult the board attorney for advice concerning confiscated devices. There is no binding Ill. court decision regarding school personnel seizing and retaining a student's property. The Supreme Court of Arkansas held that a teacher and principal did not violate a student's state or federal rights when they confiscated and retained a student's cell phone for two weeks for violating school rules on cell phones. Koch v. Adams, 361 S.W.3d 817 (Ark. 2010).

39 105 ILCS 5/10-22.6(b) and (b-30).

40 A suspension may be imposed in only limited situations that vary according to the suspension's length. 105 ILCS 5/10-22.6(b-15). This is explained in sample board policy 7:200, *Suspension Procedures*, and its footnotes.

41 This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

42 An expulsion may be imposed in only limited situations. 105 ILCS 5/10-22.6(b-20). This is explained in sample policy 7:210, *Expulsion Procedures*, and its footnotes.

105 ILCS 5/10-22.6(d) permits expulsion for a definite period of time not to exceed two calendar years. School officials must document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

43 This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

44 105 ILCS 5/10-22.6(a) and (b). Subsection 10-22.6(b) uses the phrase "is suspended in excess of 20 school days" even though a 20-consecutive day suspension should be treated as an expulsion. Goss v. Lopez, 419 U.S. 565 (1975). An alternative program is probably available to a student who is suspended for 11 to 20 consecutive days because that student is technically expelled and, as such, qualifies under subsection (a) of Section 10-22.6. Contact the board attorney if the district wants to interpret the statute as referring to *cumulative* school days so that it can transfer a student to an alternative program upon his or her suspension in excess of 20 *cumulative* school days.

Contact the board attorney regarding the necessary due process procedures before imposing a disciplinary transfer to an alternative school. The court in Leak v. Rich Twp. High Sch. Dist. 227 (397 Ill.Dec. 90 (1st Dist. 2015)), held that placement in an alternative school is tantamount to an expulsion. Thus, according to dicta in this decision, districts must follow expulsion procedures before a student is transferred to an alternative school. Schools may still reach agreements with parents/guardians to transfer students to such schools without completing the expulsion procedures.

The alternative program may not deny the transfer on the basis of the suspension or expulsion, except in cases in which the transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

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alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. **45**

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. **46**

Corporal punishment is prohibited. *Corporal punishment* is defined as 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 needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. **47**

Isolated Time Out, Time Out, and Physical Restraint **48**

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, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

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45 105 ILCS 5/22-8~~5 (final citation pending)~~, added by P.A. 101-478 and amended by P.A.s 102-197 and 102-558. See policy 7:150, *Agency and Police~~y~~ Interviews*.

46 **Note:** Districts that receive early childhood block grant funding (authorized by 105 ILCS 5/1C-2 of the School Code) are prohibited from expelling children from their early childhood programs. 105 ILCS 5/2-3.71(a)(7) and 105 ILCS 5/10-22.6(k)~~, amended by P.A. 100-105~~. A district may, however, transition a child to a new program if: (1) it has documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted; (2) the program determines that transitioning a child is necessary for the well-being of the child or his or her peers and staff; and (3) the current and pending programs create a transition plan for the child with parent or legal guardian permission. 105 ILCS 5/2-3.71(a)(7)(C). A district may temporarily remove a child from attendance in the group setting in the case of a serious safety threat to a child or others, or in the case of possession of a weapon as described in 105 ILCS 5/10-22.6(d), but it must then begin the process of documenting interventions and supports as outlined in the law. 105 ILCS 5/2-3.71(a)(7)(E). Ill. State Board of Education (ISBE) rules implementing these new requirements are at 23 Ill.Admin.Code §§ 235.300-235.340. As of **PRESS** Issue 104 (June 2020), the ISBE forms required to document steps taken in accordance with these rules were being developed and projected to be available in late summer 2020 at: www.isbe.net/Pages/Early-Childhood.aspx. **Consult the board attorney for advice to ensure compliance with ISBE rules.** Compliance with this law does not relieve a district of its obligations to also comply with the Individuals with Disabilities Education Improvement Act of 2004 when disciplining students with disabilities. For further information, see sample policy 7:230, *Misconduct by Students with Disabilities*. For districts that receive early childhood block grant funding, add the following:

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

If this language is inserted, add 105 ILCS 5/2-3.71(a)(7) to the Legal References for this policy.

47 This paragraph paraphrases 105 ILCS 5/24-24.

48 Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. **The sample policy allows the use of isolated time out, time out, and physical restraint pursuant *only* to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130~~,~~ and 5/10-20.33, amended by P.A. 102-339; ~~and~~105 ILCS 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. By doing this, the policy includes the district's procedure. **For a board that wants to prohibit the use of isolated time out, time out, and physical restraint** (1) delete this subhead and its contents; (2) amend the Legal References as follows "23 Ill.Admin.Code §~~§~~ 1.280~~, 1.285~~," and (3) delete "Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)".

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Weapons [49]

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 1961 (720 ILCS 5/24-1).
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. [50]

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. [51]

Re-Engagement of Returning Students [52]

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. [53]

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[49] This section paraphrases 105 ILCS 5/10-22.6(d) and contains the statutorily required punishment for bringing a weapon to school along with the statutory definition of *weapon*. When preparing for a due process hearing, a principal needs to use the applicable State and federal law definitions of *firearm* – not just the School Code.

While subsection 105 ILCS 5/10-22.6(b-10) explicitly forbids zero tolerance policies, it provides an exception for those zero tolerance policies established by State or federal law, which includes weapons in school. Section 10-22.6(d) provides that a student who brings a weapon to school, as defined in the section, "shall be expelled for a period not less than one year," unless modified by the superintendent or board. The federal Gun-Free Schools Act (20 U.S.C. §7961 et seq.) provides for at least a one year expulsion for students who bring firearms to school. As directed by 20 U.S.C. §7961(b)(1), 105 ILCS 5/10-22.6(d), the superintendent and the board may modify that consequence; however, the superintendent/board may decline to exercise that discretion and instead impose the maximum penalty authorized by law. Analyzing the student's circumstances on a case-by-case basis may avoid a judicial finding that an expulsion is too severe. See Washington v. Smith, 248 Ill.App.3d 534 (1st Dist. 1993).

Item #4 in the **Prohibited Student Conduct** section is broader because it prohibits "using, possessing, controlling, or transferring" a weapon in addition to violating the **Weapons** section.

[50] Optional.

[51] The Firearm Concealed Carry Act permits a properly licensed individual to carry a concealed firearm within a vehicle into a school parking area and store it a locked vehicle out of plain view. 430 ILCS 66/65(b). The federal Gun-Free Schools Act has a similar provision. 20 U.S.C. §7961(g). The School Code, however, contains no similar exception to the ban on firearms at schools. Contact the board attorney before permitting students to store their firearms in their vehicle's trunk while parked at school.

[52] Required by 105 ILCS 5/10-22.6(b-25). See 7:190-AP8, *Student Re-Engagement Guidelines*.

[53] A goal for re-engagement is optional. Schools must permit students who were suspended to make-up work for equivalent academic credit. 105 ILCS 5/10-22.6(b-30).

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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 or around 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.[54] Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian.[55] *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.

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 certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. [56]

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students 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 ten consecutive school days, provided the appropriate procedures are followed.[57] The Board may suspend a student from riding the bus in excess of ten school days for safety reasons. [58]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[54] 105 ILCS 5/10-27.1A, 5/10-27.1B, and 5/10-21.7. *School grounds* includes 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. To satisfy the reporting requirement, ISBE created the School Incident Reporting System (SIRS), a web-based application on IWAS for schools to report incidents electronically. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

[55] Id. State law imposes this duty to report firearm possession only on school officials; this duty may be also imposed on volunteers and community members. Only staff members, however, are vulnerable to committing a petty offense for their failure to report, and only staff members are protected from civil or criminal liability that might arise as a result of making a report (although the liability potential for anyone making a report is remote).

The building principal must notify the student's parents/guardians only when the alleged offense is firearm possession. The policy expands this notification duty; a board disinclined to do this should substitute the following sentence:

> Upon receiving such a report, the Building Principal or designee shall immediately notify the applicable local law enforcement agency, Ill. Dept. of State Police (ISP), and, if a student is reportedly in possession of a firearm, also the student's parents/guardians.

[56] 105 ILCS 5/24-24 and 23 Ill.Admin.Code §1.280 require: (1) teachers and other certificated [licensed] employees (except for individuals employed as paraprofessionals) to maintain discipline, and (2) the district to have a policy on discipline that provides that:

[A] teacher, other certificated employee, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self-defense or the defense of property, shall provide that a teacher may remove a student from the classroom for disruptive behavior, and shall include provisions which provide due process to students. The policy shall not include slapping, paddling or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm. 105 ILCS 5/24-24.

[57] Required by 105 ILCS 5/10-22.6(b).

[58] Id.

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Student Handbook

The Superintendent, with input from the parent-teacher advisory committee,[59] 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. §6081, Pro-Children Act of 1994.
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, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3~~, and 110/3.10~~.
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 Police Interviews), 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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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

59 The board must establish and maintain a parent-teacher advisory committee to develop guidelines on student discipline. See 2:150, *Committees.* This policy's dissemination requirements are from 105 ILCS 5/10-20.14.

A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH),* at: www.ilprincipals.org/resources/model-student-handbook.

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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

Disciplinary action may be taken against any student guilty of 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 influences 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 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.
    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*.

CURRENT

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. 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. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal or teacher, all electronic devices must be kept powered-off 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); (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.
6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials and/or rules and regulations governing student conduct and/or any discriminatory or harassing behavior. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. 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

CURRENT

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.

10. 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.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. 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.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. 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.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
19. 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 threatened individual because of his or her duties or employment status or status as a student inside the school.
20. 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.
21. 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, regardless of whether or not 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, automobile; (c) in a school's student locker, desk, or other school property; or (d) any other 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

CURRENT

produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian or 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 detention or Saturday detention 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 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 may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two (2) calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may 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.

CURRENT

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. Corporal punishment is defined as 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 needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

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, State Board of Education 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 1961 (720 ILCS 5/24-1).
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 or around 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. Upon receiving such a report, the Building Principal or designee shall immediately notify the local

CURRENT

law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

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 certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students 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 ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten 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 and 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. §6081, Pro-Children Act of 1994.
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, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.
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.

CURRENT

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 Police Interviews), 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), 8:30 (Visitors to and Conduct on School Property).

ADOPTED: May 17, 2001

REVISED: September 17, 2020

CURRENT

Students

Suspension Procedures [1]

In-School Suspension [2]

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: [3]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law requires districts to have a policy on student discipline. 105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280. State or federal law controls this policy's content. ~~In 2014 the U.S. Dept. of Education (DOE) and the U.S. Dept. of Justice (DOJ) jointly released a school discipline package, *Guiding Principles: A Resource Guide for Improving School Climate and Discipline*, at: www2.ed.gov/policy/gen/guid/school-discipline/guiding-principles.pdf. However, *Guiding Principles* was among six student discipline guidance documents rescinded by a joint DOE and DOJ *Dear Colleague* letter dated 12-21-18, at: www2.ed.gov/about/offices/list/ocr/letters/colleague-201812.pdf.~~

Boards may authorize *by policy* the superintendent, building principal, assistant building principal, or dean of students to suspend students guilty of gross disobedience or misconduct from school, including all school functions. 105 ILCS 5/10-22.6(b). See 7:190, *Student Behavior*, for such an authorization.

[2] An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(l)~~, added by P.A. 100-1035~~. Providing programming during in-school suspensions is not required; however providing educational programs during in-school suspensions will help distinguish them from exclusionary suspensions. See f/n 3 in policy 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs. Contact the board attorney for advice concerning amending this section.

20 ILCS 1705/76, added by P.A. 101-45, requires the Ill. Dept. of Public Health to create and maintain an online database and resource page on its website that contains mental health resources specifically geared toward school social workers, school counselors, parents, teachers, and school support personnel. See the database at: www.dhs.state.il.us.

[3] Suspension procedures are required by State law. 105 ILCS 5/10-22.6. The right to attend school is a property right protected by the due process clause of the U.S. Constitution. Goss v. Lopez, 419 U.S. 565 (1975). Imposing a short deprivation of this property right by suspending a student for 10 or fewer days requires only minimal due process. The student must be generally informed of the reasons for the possible suspension, and be permitted to tell his/her version of the story. Making a decision to suspend before the hearing violates the basic due process requirement that the hearing be meaningful. Sieck v. Oak Park-River Forest High Sch~~ool~~., 807 F.Supp. 73 (N.D. Ill. 1992).

105 ILCS 5/10-22.6(b) allows a student who is suspended in excess of 20 school days to be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code. A student cannot be denied transfer because of the suspension, except in cases in which such transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

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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: [4]
    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; [5]
    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: [6]
            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: [7]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Consult the board attorney for assistance if a suspension will exceed 10 consecutive school days. Subsection 10-22.6(b) uses the phrase "is suspended in excess of 20 school days" even though a 20-consecutive day suspension should be treated as an expulsion. Goss v. Lopez, 419 U.S. 565 (1975). For further discussion, see f/n 43 in policy 7:190, *Student Behavior*.

[4] 105 ILCS 5/10-22.6.

Consult the board attorney (1) about the specific documentation required in this portion of the notice, and (2) to ensure that 7:200-E1, *Short Term Out-of-School Suspension (1-3 Days) Reporting Form* and 7:200-E2, *Long Term Out-of-School Suspension (4-10 Days) Reporting Form* reflect the exact practices that the district will use to implement this requirement.

[5] Required by 105 ILCS 5/10-22.6(b-30).

[6] 105 ILCS 5/10-22.6(b-15) explains that "threat to school safety or a disruption to other students' learning opportunities" shall be determined by the school board or its designee on a case-by-case basis. **Consult the board attorney for specific advice regarding the application of these statutory terms in this context (see f/n 8, below).**

[7] 105 ILCS 5/10-22.6(b-20). School officials are granted the sole authority to determine on a case-by-case basis: (1) whether "appropriate and available behavioral and disciplinary interventions have been exhausted;" and (2) whether "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." Consult the board attorney to request specific training for school officials to apply these statutory terms in this context.

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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,[8] 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.

iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension. [9]

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.[10] At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from ~~the Department of Human Services~~a local mental health agency to consult with the Board.[11] 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. [12]

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[8] While school officials have discretion to determine the length of suspensions, they must resolve threats, address disruptions, and minimize the length of student exclusions to the greatest extent practicable. 105 ILCS 5/10-22.6(b-20). **Consult the board attorney about the practical implementation of documenting other appropriate and available interventions for the student.**

Last, the law also requires school districts to make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, 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. 105 ILCS 5/10-22.6(c-5)~~, amended by P.A. 100-810~~.

[9] 105 ILCS 5/10-22.6(b-25).

[10] A board may hear student disciplinary cases in a meeting closed to the public. 5 ILCS 120/2(c)(9).

[11] 105 ILCS 5/10-22.6(c), amended by P.A. 102-539.

[12] 105 ILCS 5/10-22.6(b).

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LEGAL REF.: ~~105 ILCS 5/10-22.6.~~
Goss v. Lopez, ~~95 S.Ct. 729~~419 U.S. 565 (1975).
~~Sieck v. Oak Park-River Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).~~
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

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:
            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:

CURRENT

i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substation ally disrupt, impede, or interfere with the operation of the school.

iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

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. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. 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 (c) in number 4, above.

LEGAL REF.: 105 ILCS 5/10-22.6.
Goss v. Lopez, 95 S.Ct. 729 (1975).
Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: May 17, 2001

REVISED: May 19, 2016

CURRENT

Students

Expulsion Procedures [1]

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following: [2]

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. [3] The request shall: [4]

   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. List the student's prior suspension(s).

   e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.

   f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.

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. [5] 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

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[1] State or federal law requires districts to have a policy on student discipline. ~~(~~105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280~~)~~. State or federal law controls this policy's content. The discipline of special education students must comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules. See 7:230, *Misconduct by Students with Disabilities*.

[2] Expulsion procedures are required by State law. ~~(~~105 ILCS 5/10-22.6(a). The right to attend school is a property right protected by the due process clause of the U.S. Constitution. Goss v. Lopez, ~~95 S.Ct. 729~~419 U.S. 565 (1975). Thus, an expulsion of more than 10 days requires due process including, but not limited to, notice of the charges, an opportunity to hear the evidence in support of the charges, an opportunity to refute them, and a decision by an impartial decision maker based on the evidence presented. The adequacy of an expulsion hearing is frequently challenged; the board attorney should be consulted as every due process analysis will be highly fact specific. See f/n 9, *infra*.

[3] 105 ILCS 5/10-22.6(a). Whenever the term "registered mail" is used in the School Code, it shall be deemed to authorize the use of either registered mail or certified mail, return receipt requested. ~~(~~105 ILCS 5/1-3.5~~)~~.

[4] Id. Items a and b address due process, which includes the right to receive a notice with enough detail and with enough time to prepare a defense. Item c details the requirements pertaining to expulsions throughout 105 ILCS 5/10-22.6~~, amended by P.A. 99-456, eff. 9-15-2016~~. Items d through f are optional best practice inclusions. **Consult the board attorney about the specific documentation required in this portion of the notice to ensure the district's practice matches the policy language.**

[5] A board may hear student disciplinary cases in a meeting closed to the public. ~~(~~5 ILCS 120/2(c)(9).

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action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from ~~the Dept. of Human Services~~a local mental health agency to consult with the Board. [6]

3. 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. 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. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. [7] 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.

4. If the Board acts to expel the student, its written expulsion decision shall: [8]

   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school. [9]

   b. Provide a rationale for the specific duration of the recommended expulsion. [10]

   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. [11]

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[6] 105 ILCS 5/10-22.6(c), amended by P.A. 102-539.

[7] A student's opportunity to offer evidence, present witnesses, cross-examine witnesses, and otherwise present reasons why the student should not be expelled generally outweighs a district's interest in not providing the student these opportunities. See, Camlin v. Beecher Comm. Sch. Dist., ~~791 N.E.2d 127~~339 Ill.App.3d 1013 (~~Ill.App.~~ 3rd Dist. 2003) and Colquitt v. Rich Tsp H. S. Dist., ~~699 N.E.2d 1109~~298 Ill.App.3d 856 (~~Ill.App.~~ 1st Dist. 1998). Determining whether denying these opportunities would violate a student's right to due process requires a careful analysis of the facts and federal case law. See Brown v. Plainfield Dist., 500 F. Supp.2d 996 (N.D. Il~~l~~. 2007) and Coronado v. Valleyview Sch. Dist., ~~2008 WL 3316022~~537 F.3d 791 (7th Cir. 2008).

[8] **Consult the board attorney to request specific training for school officials to apply these statutory terms in the context of expulsions**. See 7:210-E1, *Notice of Expulsion Hearing*. The law gives school officials discretion while also requiring them to resolve threats, address disruptions, and minimize the length of student exclusions to the greatest extent practicable. ~~(~~105 ILCS 5/10-22.6(b-20)~~, amended by P.A. 99-456, eff. 9-15-2016)~~. Yet, the law also requires school districts to make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resources offices, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates. ~~(~~105 ILCS 5/10-22.6(c-5)~~, amended by P.A. 99-456, eff. 9-15-2016)~~.

[9] 105 ILCS 5/10-22.6(a).

[10] Id.

[11] 105 ILCS 5/10-22.6(b-20)~~, amended by P.A. 99-456, eff. 9-15-2016~~ requires and grants school officials the sole authority to determine on a case-by-case basis: (1) whether "appropriate and available behavioral and disciplinary interventions have been exhausted," and (2) whether "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."

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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. [12]

5. Upon expulsion, the District may refer the student to appropriate and available support services. [13]

LEGAL REF.: ~~105 ILCS 5/10-22.6(a).~~
Goss v. Lopez, ~~95 S.Ct. 729~~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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[12] Id.

[13] 105 ILCS 5/10-22.6(b-25). **Consult the board attorney about transfers to an alternative program pursuant to Article 13A of the School Code.** See Leak v. Board of Education of Richtown High School District 227, 2015 IL App (1st) 143202, requiring *obiter dictum* that before school officials transfer students to alternative schools for extended periods of time, they must provide students with a meaningful opportunity to be heard.

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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 policy and the rules adopted by any association in which the School District maintains a membership. 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 them could result in removal from the activity. 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.

Extracurricular Drug and Alcohol Testing Program

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is *positive*, the student will not participate in extracurricular activities until after a *follow-up* test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a *follow-up* test after such an interval of time that the substance previously found would normally be eliminated from the body. If this *follow-up* test is negative, the student will be allowed to resume extracurricular activities. If a *positive* result is obtained from the *follow-up* test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

CURRENT

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).
Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).
Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).
Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).
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: May 17, 2001

REVISED: April 21, 2016

CURRENT

Students

Student Support Services [1]

The following student support services may be provided by the School District: [2]

1. Health services supervised by a qualified school nurse.[3] 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[4] as needed. In all cases, written permission to administer a psychological examination must be

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[1] State or federal law controls this policy's content.

[2] All districts are required to conduct a comprehensive needs assessment to determine the scope of student personnel services needs in the areas of: (1) guidance and counseling needs; (2) psychological needs; (3) social work needs; and (4) health needs. 23 Ill.Admin.Code §1.420(q). Endorsement requirements for various types of school support personnel are referenced in f/ns 3 through 6 below, and further information is available at www.isbe.net/Pages/PEL-School-Support-Ed-Lic.aspx. Until June 20, 2023, an individual who fails to meet the necessary qualifications for a specific school support personnel endorsement, but holds another professional license or certification approved by ISBE, may seek short-term approval for assignment to a position in situations where an unforeseen vacancy occurs. Short-term approvals are valid for three full fiscal years. 23 Ill.Admin.Code §25.432.

P.A. 95-558 created the Ensuring Success in School Task Force. This task force developed recommendations for policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The intent of the recommendations is to ensure these student populations' ability to: (1) stay in school; (2) stay safe at school; and (3) successfully complete their education. A copy of this report is at: www.isbe.net/Documents/ess-task-force-final-report0610.pdf#search=%22ensuring%20success%20in%20school%20task%20force%22. ~~http://povertylaw.org/advocacy/women/pubs/essa-task-force-report~~ . School boards and superintendents may want to create their own study groups to discuss implementation of the task force's recommendations for policies, procedures and protocols.

[3] School districts may employ noncertificated/non-professional-educator-licensed *registered professional nurse*s to perform professional nursing services. 105 ILCS 5/10-22.23; 23 Ill.Admin.Code §1.760(c). A *registered professional nurse* means any nurse who is licensed to practice professional nursing in Illinois under the Nurse Practice Act (225 ILCS 65/) and whose license is active and in good standing with the Ill. Dept. of Financial and Professional Regulation. 23 Ill.Admin.Code §1.760(b).

A *school nurse* means any registered professional nurse who also holds a professional educator license endorsed for school support services in school nursing, or any registered professional nurse who does not hold the professional educator license but was employed in the school district of current employment before 7-1-76. 23 Ill.Admin.Code §1.760(c).

105 ILCS 5/10-22.23 provides that any nurse first employed on or after 7-1-76, whose duties require teaching or the exercise of instructional judgment or educational evaluation of students, must be licensed under 105 ILCS 5/21-25. However, that licensure Section 21-25 was repealed by P.A. 98-413, eff. 8-16-13.

A school nurse may hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§1.760(c), 23.120, 25.245, ~~, amended at 42 Ill. Reg. 8901. An individual who fails to meet one or more requirements for this endorsement may seek an educator license with stipulations endorsed for provisional educator. 105 ILCS 5/21B-20; 23 Ill.Admin.Code §25.245, amended at 42 Ill. Reg. 8901~~

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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.[5] A student's parent/guardian must consent to regular or continuing services from a social worker.

4. Guidance and school counseling[6] services.

5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.[7]

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[4] A *school psychologist* means a psychologist who holds a Professional Educator License with a school psychologist endorsement per 105 ILCS 5/21B-25 and either: (1) has graduated with a master's degree or higher degree in psychology or educational psychology from an institution of higher education that maintains equipment, courses of study, and standards of scholarship approved by the Ill. State Board of Education (ISBE), has had at least one school year of full-time supervised experience in the delivery of school psychological service approved by the State Superintendent of Education, and has such additional qualifications as may be required by ISBE; or (2) holds a valid Nationally Certified School Psychologist credential. 105 ILCS 5/14-1.09~~, amended by P.A. 100-750~~. School psychologists hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§~~–~~1.760(a), 23.130, 25.235~~,~~ ~~amended at 42 Ill. Reg. 8900. An individual who fails to meet one or more requirements for this endorsement may seek an educator license with stipulations endorsed for provisional educator. 105 ILCS 5/21B-20; 23 Ill.Admin.Code §25.235, amended at 42 Ill. Reg. 8900.~~

[5] A *school social worker* means a social worker who has graduated from an accredited graduate school of social work and has such additional qualifications as may be required by ISBE and who holds a Professional Educator License with a school support personnel endorsement for school social work per 105 ILCS 5/21B-25. 105 ILCS 5/14-1.09a. See 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§~~-~~1.760(a), 23.140, 25.215~~, amended at 42 Ill. Reg. 8896. An individual who fails to meet one or more requirements for this endorsement may seek an educator license with stipulations endorsed for provisional educator. 105 ILCS 5/21B-20; 23 Ill.Admin.Code §25.215~~. School social workers may not provide services outside of their district employment to any student(s) attending school in the district. 23 Ill.Admin.Code §25.215~~Id., amended by P.A. 100-356~~. *School marriage and family therapists* are another type of school support personnel; they hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§23.150, 25.260.

[6] *School counselors* hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§~~-~~1.760(a), 23.110, 25.2~~25~~5.~~ An individual who fails to meet one or more requirements for this endorsement may seek an educator license with stipulations endorsed for provisional educator. 105 ILCS 5/21B-20; 23 Ill.Admin.Code §25.225, amended at 42 Ill. Reg. 8897.~~ *School guidance counselors* refers to district employees that work in high schools to offer students advice and assistance in making career or college plans; no specific school support personnel endorsement exists for school guidance counselors. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327.

In contrast, *professional counselors* and professional counseling practice in Illinois are governed by the Professional Counselor and Clinical Professional Counselor Licensing and Practice Act and its implementing regulations. 225 ILCS 107/; 68 Ill.Admin.Code Part 1375. The Mental Health and Developmental Disabilities Code, 405 ILCS 5/~~, amended by P.A.s 100-196 and 100-614,~~ provides that minors 12 years of age or older may request and receive up to eight 90-minute sessions (previously five 45-minute sessions) of professional counseling services or psychotherapy (provided by a clinical psychologist) without the consent of the minor's parent, guardian, or person in loco parentis. 405 ILCS 5/3-5A-105~~, added by P.A. 100-614~~. Most school districts do not regularly provide *professional* counseling or *clinical* psychological services to students. Instead, most districts provide *school counseling* or *school psychological* services to students, and Illinois law does not specify any limits on the number of school counseling or school psychological sessions which a minor may have before obtaining parent/guardian permission. If your district seeks to regularly provide *professional counseling* or *clinical psychological* services to students, consult with your board attorney about potential changes to board policies and administrative procedures, as well as collective bargaining issues.

[7] Optional. 105 ILCS 5/10-20.59~~, added by P.A. 99-781 and amended by P.A. 100-201,~~ allows a liaison. Be sure this policy is consistent with policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. See f/n 13 in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, for liaison responsibilities and requirements.

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The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability.[8] The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention [9]

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, along with District and community-based options for victims of sexual abuse 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.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: 105 ILCS 5/10-23.13(b) and 5/21B-25(G).
405 ILCS 49/, Children's Mental Health Act of 2003.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
~~105 ILCS 5/10-20.58.~~

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), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[8] Required by the Children's Mental Health Act of 2003, 405 ILCS 49/15(b).

[9] Required by *Erin's Law*, 105 ILCS 5/10-23.13(b)(2), (3), and (5), amended by P.A. 102-610. See sample policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*, for more information on Children's Advocacy Centers.

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Students

Student Support Services

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. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

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.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act of 2003.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
105 ILCS 5/10-20.58.

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), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

ADOPTED: December 16, 2004

REVISED: March 21, 2019

CURRENT

Students

Exemption from Physical Education [1]

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.[2] 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.[3] 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. [4]

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. [5]

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. [6]

A student who is eligible for special education may be excused from physical education courses in either of the following situations: [7]

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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] An ISBE rule requires boards to have a policy defining the types of parental excuses that will be accepted in order for a student to be exempted from P.E. 23 Ill.Admin.Code §1.425(e), amended at 42 Ill.Reg. 11542-43. State or federal law controls this policy's content.

For elementary districts, delete ~~6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*~~ from the cross references of this policy.

[2] Medical Practice Act is found in 225 ILCS 60/.

[3] Required by 23 Ill.Admin.Code §1.425(d)(1) and (2), ~~amended at 42 Ill.Reg. 11541~~. School boards must identify any evidence/support they will require for excuses they will deem *appropriate*. Before the board adopts this policy, it should have a conversation with the superintendent to discuss and review and/or amend the sample reasons for excusal offered in this policy. Topics for discussion include determining whether (a) the sample reasons are sufficient, (b) more reasons are needed, and/or (c) the sample reasons should be amended. These conversations should be based upon the community's needs.

[4] 105 ILCS 5/27-6(b-5), added by P.A. 102-405. A note from clergy or a religious leader is unnecessary and should not be requested by a district.

[5] Required by 105 ILCS 5/27-6~~, amended by P.A. 100-465,~~ and 23 Ill.Admin.Code §1.425(d)(3)~~, amended at 42 Ill.Reg. 11541-42~~.

[6] 105 ILCS 5/27-6(b); 23 Ill.Admin.Code §1.425(e)(6)~~, amended at 42 Ill.Reg.11543~~. See 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*, for a list of categories of students in grades 9-12 who may be excused from P.E. due to participation in school district athletic training, activities, or competitions.

[7] 105 ILCS 5/27-6(b) and 23 Ill.Admin.Code §1.425(e)(5)(A) and (B)~~, amended at 42 Ill.Reg. 11543~~.

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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). [8]

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*. [9]

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.[10] 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. [11]

Students who have been excused from physical education shall return to the course as soon as practical.[12] The following considerations will be used to determine when a student shall return to a physical education course:[13]

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
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*.[14]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[8] 105 ILCS 5/27-6(b).

[9] 105 ILCS 5/27-6~~, amended by P.A. 100-465~~; 23 Ill.Admin.Code §1.425(e)~~, added at 42 Ill.Reg. 11542-43~~. Delete this sentence for elementary school districts.

[10] Optional. Id. See f/n 1~~9~~4 in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*, for discussion of what constitutes an *interscholastic* or *extracurricular athletic program*. Delete this paragraph for high school districts.

For elementary or unit school boards that want to explain the meaning of *interscholastic or extracurricular athletic program*, insert the following option:

> Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

[11] 23 Ill.Admin.Code §1.425(e)~~, amended at 42 Ill.Reg. 11542~~. Districts must maintain records showing that the criteria set forth in 105 ILCS 5/27-6, amended by P.A. 100-465, was applied to the student's individual circumstances.

[12] 23 Ill.Admin.Code §1.425(e)(1)(A)-(C)~~, added at 42 Ill.Reg. 11542~~.

[13] Insert any additional criteria the board may want to use.

[14] Delete item #3 for elementary districts, move "and" to the end of sentence number 1, delete the semicolon at the end of number 2 and insert a period.

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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)

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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.

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 courses.

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.*

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
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.*

CURRENT

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: December 17, 2009

REVISED: March 21, 2019

CURRENT

Students

Suicide and Depression Awareness and Prevention [1]

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. [2]

   a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/~~-~~2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).

   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.[3] Implementation will incorporate:

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[1] A suicide awareness and prevention policy is required by 105 ILCS 5/2-3.166(c). The first sentence of this policy is required by 105 ILCS 5/2-3.166(c)(1).

This policy contains an item on which collective bargaining may be required. See 105 ILCS 5/10-22.24b. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

[2] Required by 105 ILCS 5/2-3.166(c)(2). While this law is titled Youth Suicide Awareness and Prevention, it requires the policy to include protocols for administering youth suicide awareness and prevention education to *staff* and students.

For student protocols, see 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7.

For staff protocols, see 105 ILCS 5/3-14.8, which requires the regional superintendents to cover the warning signs of suicidal behavior in teacher's institutes. In suburban Cook County, an Intermediate Service Center will perform the responsibilities that are performed in other locations by the regional superintendent. ~~P.A. 96-893.~~

[3] Required by 105 ILCS 5/2-3.166(c)(3). This policy adds *with the goal of* and *possibly* to modify the statute's use of "at risk of suicide." *With the goal of* acknowledges that identifying every student at risk of suicide is impossible. *Possibly* is added to inform the public that these identifications are not definitive. School staff members are not licensed medical professionals who are fully trained to make definitive determinations about whether a student is at risk of suicide, and parents/guardians should not take any referral under this requirement as such.

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a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators 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: [4]

   a. ~~Board policy~~ 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;

   ~~b.~~d. ~~Board policy~~ 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;

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

105 ILCS 5/10-22.39, amended by P.A.~~s 100-903 and~~ 101-350, requires licensed school personnel and administrators who work with students in kindergarten through grade 12 to be trained to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques. While very little guidance is available for students in grades 6 and below, *Ann Marie's Law* directs the Ill. State Board of Education (ISBE) to compile, develop and post these items on its website. Districts may use the Ill. Mental Health training program, established under the Ill. Mental Health First Aid Training Act, to provide the training for this in-service requirement. See f/n 4 in policy 5:100, *Staff Development Program*, for further discussion of this training requirement.

Ann Marie's Law requires ISBE to develop and recommend materials. See the discussion in f/n 7, below, on ISBE-recommended materials.

[4] Required by 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22. For further discussion of 105 ILCS 5/10-22.24b, see f/n 2 in policy 6:270, *Guidance and Counseling Program*. This policy adds "for use during the school day and at school-sponsored events" to inform the public about the limitations concerning what schools can realistically provide students and their parent(s)/guardian(s). See the discussion in f/n 3 regarding the addition of the word *possibly*.

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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;

~~c.~~g. ~~Board policy~~ 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

~~d.~~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**

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**

6. A process to incorporate ISBE-recommended resources**7** 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. **8**

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program. **9**

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

5 Required by 105 ILCS 5/2-3.166(c)(5). See 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Needs* for information about building-level Student Support Committees. When sharing information from therapists and counselors, these committees are required to follow the Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Children's Mental Health Act of 2003, 405 ILCS 49/.

6 Required by 105 ILCS 5/2-3.166(c)(6).

7 105 ILCS 5/2-3.166(b)(2)(B), directs ISBE to "compile, develop, and post on its publicly accessible Internet website both of the following, which may include materials already publicly available: (A) [r]ecommended guidelines and educational materials for training and professional development, and (B) [r]ecommended resources and age-appropriate educational materials on youth suicide awareness and prevention."

ISBE has created the *Illinois Youth Suicide Prevention Toolkit: A Reference for Administrators, Counselors, Teachers, and Staff*, at: www.isbe.net/Documents/Suicide-Prevention-Procedures.pdf, as well as listing other resources at: www.isbe.net/Pages/Suicide-Prevention.aspx.

8 Required by 105 ILCS 5/2-3.166(c)(7).

9 Optional. The ~~status of the~~ *Illinois Suicide Prevention Strategic Plan* ~~is unclear in light of *Ann Marie's Law*. However, the plan~~ may be found at: www.dph.illinois.gov/sites/default/files/publications/011519ohpm-suicide-prevention-plan-2018-2021.pdf.~~www.idph.state.il.us/about/chronic/Suicide_Prevention_Plan_Jan_08.pdf.~~ Its goals and objectives reflect the input of public and private organizations and stakeholders that are concerned with mental health. It is designed to reduce suicide through a positive public health approach. ~~The target dates for implementing these goals and objectives started in 2010 with target dates of completion in 2012.~~ See also the Suicide Prevention Resource Center and its Illinois page at www.sprc.org/states/illinois for more information on which goals in the Illinois Suicide Prevention Strategic Plan have been implemented. The Suicide Prevention Resource Center also had an awareness public prevention pilot program titled "It Only Takes One," available at: www.itonlytakesone.org/.

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Monitoring [10]

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.[11] The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.[12] Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law. [13]

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 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

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[10] Required by 105 ILCS 5/2-3.166(d).

[11] Id. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Consult the board attorney about whether a signature is required to prove compliance with the law's specific requirement that *each school district employee* and *each student enrolled in the District* are informed of and/or provided a copy of the policy.

[12] Id. Consult the board attorney about placing the policy in the student handbook instead of and/or in addition to providing a hard copy to each student's parent/guardian. Members of the Ill. Principals Assoc. (IPA) may subscribe to the IPA's Model Student Handbook Service, which are aligned with IASB's policy services. For more information, see: www.ilprincipals.org/resources/model-student-handbook.

[13] 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-134 (district-issued ID cards for students, and information on districts' websites); 105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-416 (districts must insert either the Safe2Help Illinois helpline or a local suicide prevention hotline on ID card, contact to identify each helpline that may be contacted through text messaging, and include the same in student handbooks and planners (if a student planner is custom printed by a district or its schools for distribution to students in any of grades 6 through 12)).

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beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body. [14]

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[14] **Consult the board attorney for guidance concerning liability in this area.** Except for cases of willful and wanton conduct, the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/, likely protects districts from liability for failure to properly identify and/or respond to a student's mental health issue that results in suicide. See 745 ILCS 10/3-108 and Grant v. Board of Trustees of Valley View Sch.ool Dist. No. 365-U, 286 Ill.App.3d. 642 (3rd Dist. 1997). However, attorneys have concerns that failing to inform parents/guardians that services required under *Ann Marie's Law* are limited may open districts to potential litigation if services provided under the policy fail or are deemed inadequate. Every situation is fact specific and the issues require careful evaluation. A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its board attorney, to minimize liability, such as adding limiting phrases (see discussions in f/ns 3 & 4) and ensuring other policies are followed. Ultimately, the best way to minimize liability is to be sure that the district's insurance policies cover the training and other requirements under *Ann Marie's Law*.

In addition to the Tort Immunity Act, school officials and districts may also be entitled to qualified immunity in civil rights lawsuits that seek to hold them liable for a suicide. See Sanford v. Stiles, 456 F.3d 298 (3d Cir. 2006); Martin v. Shawano-Gresham Sch.ool Dist., 295 F.3d 701 (7th Cir. 2002); Armijo v. Wagon Mount Pub.lic Schools, 159 F.3d 1253 (10th Cir. 1998). Yet, recent trends in student-on-student harassment cases are emerging where parents whose children die of suicide allege that a school's failure to properly identify or respond to the child's mental health issues was a contributing cause for the suicide.

In these cases, the parents ask courts to apply Davis v. Monroe County Board of Education, 526 U.S. 629 (1999), to *Section 504* cases. Under the *Davis standard*, parents must prove that: (1) their child was an individual with a disability; (2) their child was harassed based upon his or her disability; (3) the harassment was sufficiently severe or pervasive that it altered the condition of the child's education and created an abusive educational environment; (4) the school district knew about the harassment; and (5) the school district was deliberately indifferent to the harassment.

While not precedential in Illinois, several cases illustrate the uncertainty of a school district's liability in the emerging area of suicide prevention liability and/or failure to properly respond to a student's mental health issues and may indicate a trend toward courts allowing juries to determine a district's liability: Armijo v. Wagon Mound Mount Pub.lic Schools, 159 F.3d 1253 (10th Cir. 1998) (denying summary judgment to two individual defendant district employees based on a state-created danger theory and as to all defendant employees based on a special relationship theory); Estate of Barnwell ex rel. Barnwell v. Watson, 44 Supp.3d 859 (E.D. Ark. 2014) (allowing plaintiff parents to move forward in litigation alleging that school district's *Section 504* failures contributed to their son's suicide, but summary judgment in favor of school district eventually granted); and Walsh v. Tehachapi Unified Sch.ool Dist.rict, 997 F.Supp.2d 1071 (E.D. Ca. 2014) (denying summary judgment because the school district's conduct may have been the proximate cause of the student suffering an uncontrollable impulse to commit suicide). But see Estate of Lance v. Lewisville Indep.endent Sch.ool Dist., 743 F.3d 982 (5th Cir. 2014) (finding in favor of the school district because the claimed special relationship theory and state-created danger theories were not actionable).

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LEGAL REF.: 42 U.S.C. § 1201 et seq. Individuals with Disabilities Education Act.
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.73 (final citation pending), 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/10-20.75 (final citation pending), 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.
405 ILCS 49, Children's Mental Health Act of 2003.
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)

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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 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
    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 licensed school personnel and administrators 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. Implementation will incorporate paragraph number 2, above, along with:
    a. Board policy 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. Board policy 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.
    c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

d. 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-recommend 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.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness 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.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 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.

CURRENT

LEGAL REF.: 105 ILCS 5/2-3.166, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.
745 ILCS 10/.

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: January 22, 2009

REVISED: March 21, 2019

CURRENT

Students

Restrictions on Publications; Elementary Schools [1]

[*For elementary or unit districts only*]

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use.~~–~~[2] 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 [3]

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~~MP3 files,~~ flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files~~CD-ROM~~, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on

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[1] State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled. It applies to only to elementary ~~and~~ or unit districts ~~with (~~both elementary and high school students~~) only~~. Unit districts should adopt~~have~~ this policy and policy 7:315, *Restrictions on Publications; High Schools*. The Speech Rights of Student Journalists Act, 105 ILCS 80/5, ~~added by P.A. 99-678~~ applies to high school and unit districts.

[2] School authorities may reasonably regulate student expression in school-sponsored publications for education-related reasons. Hazelwood Sch.~~ool~~ Dist.~~rict~~ v. Kuhlmeier, ~~108 S.Ct. 562~~484 U.S. 260 (1988). This policy allows such control by clearly stating that school-sponsored publications are not a "public forum" open for general student use but are, instead, part of the curriculum.

A school board that does not retain control of student publications can anticipate at least two problems: (1) how to keep content consistent with the district's mission, and (2) how to ensure that the Constitutional rights of third parties are not violated by student journalists. Concerning the second problem, a third party may seek to hold the district responsible for the student journalists' acts. See Yeo v. Town of Lexington, 131 F.3d 241 (1st Cir. 1997), *cert. denied* (1998).

[3] Non-school sponsored publications, like underground newspapers, cannot be subject to the same degree of regulation by school authorities as school-sponsored publications. Absent a showing of material and substantial interference with the requirements of good discipline, students retain their First Amendment free speech rights. The federal circuits disagree on whether school authorities may require prior approval before a student is allowed to distribute non-school-sponsored publications. The Seventh Circuit, which covers Illinois, refused to approve prior approval regulations. Fujishima v. B~~oar~~d. of Ed.~~ucation~~, 460 F.2d 1355 (7th Cir.~~,~~ 1972), but see Baughman v. Freienmuth, 478 F.2d 1345 (4th Cir.~~,~~ 1973). Non-school sponsored web sites should be regulated in the same manner as non-school sponsored publications.

A school policy prohibiting junior high students from distributing written material at school that is prepared by non-students was upheld in Hedges v. Wauconda C~~ommu~~nty.~~mmunity~~ Unit Sch.~~ool~~ Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

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electronic devices (e.g., textdata or voice messages delivered by cell phones, tablets, and other hand-held devices). [4]

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 School 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; [5]
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; [6]
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 School Board policy and Student Handbooks; [7]
4. Is reasonably viewed as promoting illegal drug use;- [8] 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

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[4] The definition of *publication* is optional and may be amended. This sample definition uses broad and generally understood terms to keep the policy current with rapid technology changes.

[5] For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school's computer. School authorities could reasonably believe the article would be disruptive. Boucher v. Sch.ool Board. of the Sch.ool Dist.rict of Greenfield, 134 F.3d 821 (7th Cir.- 1998).

[6] School officials may not regulate student speech based upon their fear or apprehension of disturbance. Many decisions address the tension between students' right to free speech and restrictions of it on campus. See, for example:

Brandt v. Board. of Educ. of City of Chicago, 480 F.3d 460 (7th Cir.- 2007), *cert. denied* (2007) (school did not violate students' First Amendment rights when it disciplined students for wearing T-shirts with a "talentless infantile drawing" that school officials reasonably found to undermine the educational atmosphere).

Nuxoll v. Indian Prairie Sch.ool Dist. #204, 523 F.3d 668 (7th Cir.- 2008) (holding that the student was likely to succeed on merits of his claim that the school would violate his speech rights by preventing him from wearing T-shirt with slogan "Be Happy, Not Gay").

J.C. v. Beverly Hills Unified Sch. Dist., 711 F.Supp.2d 1094593 F.3d 249 (3rd Cir. 2010) (discussed the "rights of others to be secure and let alone" argument from Tinker, but found that the school district violated a student's First Amendment rights for disciplining her when she posted a video clip on a website).

B.H. v. Easton Area Sch.ool Dist.rict, 725 F.3d 293 (3rd Cir. 2013), *cert. denied* (2014) (school violated students' free speech rights by banning the wearing of cancer awareness bracelets containing the caption *I ♥boobies*).

[7] Be sure that the board's definitions for *sexting* in this policy aligned with other definitions used thought the board's policy manual. For example, see the discussion within sample administrative procedure 7:190-AP5, *Student Handbook-Electronic Devices*. There, *sexting* encompasses the term *indecent visual depiction* as defined by 705 ILCS 405/3-40 (Juvenile Court Act purposes), and *non-consensual dissemination of private sexual images* as defined by 720 ILCS 5/11-23.5 (Criminal Code of 2012 purposes). It defines indecent visual depiction as a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the buttocks, or if such person is a female, a fully or partially developed breast of the person. However, a district may create or have another definition of sexting that may or may not encompass these statutory terms and definitions indecent visual depiction.

[8] Morse v. Frederick, 551 U.S. 393 (2007).

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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. [9]

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. [10]

Non-School Sponsored Publications Accessed or Distributed Off-Campus [11]

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 [12]

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.

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[9] Optional. The rationale for this section is that prior to high school, students have not developed sufficient experience and education in critical review of external resource materials. Accordingly, in order to accomplish the district's educational mission, yet allow students the opportunity to communicate with their fellow students, widespread student distribution of written material in elementary and middle school may be limited to material primarily prepared by the students themselves. Hedges v. Wauconda Cmty.~~ommunity~~ Unit Sch.~~ool~~ Dist. No. 118, 9 F.3rd 1295 (7th Cir. 1993); Leal v. Everett Public Sch~~ool~~s., 88 F.Supp.3d 1220 ~~2015 WL 728651~~ (W.D.Wa~~sh~~. 2015).

[10] For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school's computer. School authorities could reasonably believe the article would be disruptive. Boucher v. Sch.~~ool~~ B~~oar~~d. of the School Dist.~~rict~~ of Greenfield, 134 F.3d 821 (7th Cir.~~,~~ 1998).

[11] Optional. School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus expression is much more limited than expression on school grounds. Many decisions address the tension between public schools' authority to discipline students for off-campus speech and students' right to free speech. However, school officials may generally: (1) remove a student from extracurricular activities ~~when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the schof~~ol for failure to follow an extracurricular conduct code (see 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations, as provided in this policy (see also 7:190, *Student Behavior*). For example, see:

J.S. v. Blue Mountain Sch. Dist., 650 F.3d 915 (3rd Cir. 2011), combined with Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3d Cir. 2011), *cert. denied*~~)~~ (2012) (schools may not punish students for their off-campus indecent and offensive parodies of their principals, absent a showing that the parodies caused, or could cause, substantial disruption in the schools).

Kowalski v. Berkeley Cnty. Sch., 652 F.3d 565 (4th Cir. 2011), *cert. denied* (2012) (upheld a student's suspension for off-campus posts to a social network site that defamed a classmate because it was foreseeable that the expression would reach the school and the student's conduct involved substantial disruption and interference with the work and discipline of the school).

The statutory definition of *bullying* includes *cyberbullying* (105 ILCS 5/27-23.7); these terms are defined in 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. ~~(~~See also f/n 6 and 7:190-AP6, *Guidelines for Investigating Sexting Allegations*~~)~~.

Consult the board attorney for guidance concerning off-campus speech. Every situation is fact specific and the issues require careful evaluation.

[12] 105 ILCS 5/27-23.7.

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LEGAL REF.: 105 ILCS 5/27-23.7.
Hazelwood v. Kuhlmeier, ~~108 S.Ct. 562~~484 U.S. 260 (1988).
~~Hedges v. Wauconda Cmty.ommunity Unit Sch.ool Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).~~
Tinker v. Des Moines Indep. Cmty. Sch. Dist., ~~89 S.Ct. 733~~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), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

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Students

Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites 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, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, 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., data 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 School 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 and 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 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.

CURRENT

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 5/27-23.7
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S. Ct. 733 (1969).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: May 17, 2001

REVISED: January 19, 2017

CURRENT

Students

Restrictions on Publications; High Schools [1]

[*For high school or unit districts only*]

Definitions [2]

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[3] 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 ~~the~~ School Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites. [4]

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[1] State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled.

[2] Speech Rights of Student Journalists Act, 105 ILCS 80/5~~, added by P.A. 99-678~~. See also *Black's Law Dictionary*, 11th ed. 2019.

[3] Id. uses *adviser*, not advisor. Adviser is used throughout this policy for consistency with the statute.

[4] Id. With some exceptions, the Act effectively restricts school authorities' power to reasonably regulate student expression in high school-sponsored publications for education-related reasons under Hazelwood Sch.~~ool~~ Dist.~~rict~~ v. Kuhlmeier, 484 U.S. 260 ~~108 S.Ct. 562~~ (1988). ~~See~~ See the last sentence in f/n 6~~4~~, below.

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Student journalists must: [5]

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 mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute~~use~~ school-sponsored media that: [6]

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties;[7] or
4. Incites students to: [8]

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[5] Consult the board attorney about text that balances the student journalists' rights to have control of their media publications with the board's interests in (a) ensuring differing opinions are published, (b) this Act, and (c) providing student journalists opportunities to apply the upcoming Illinois media literacy curriculum mandates.

Number 5 in the list is intended to align with the *media literacy* curriculum mandate for students in grades 9 through 12 that starts in the fall of 2022 and is listed at 105 ILCS 5/27-20.08, added by P.A. 102-55, and sample policy 6:60, *Curriculum Content*. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. Id. Media literacy instruction must include a component on social responsibility and civics that includes "[s]uggesting a plan of action in the class, school, or community to engage others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason." Providing opportunity and space for expression of differing opinions in media aligns with and promotes this inclusive dialog.

For boards that provide student journalists more flexibility, make the following three edits: (1) replace "must" with: "shall strive to," (2) amend number 5 to read: "In the use of personal opinions, editorial statements, and/or letters to the editor, determine the need to provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in in 105 ILCS 5/27-20.08", and (3) delete number 6.

[6] 105 ILCS 80/15~~, added by P.A. 99-678~~. A school board may retain control of material in student publications that falls within the listed exceptions. Consult the board attorney about how much control of high school student publications school officials may retain in the context of the Speech Rights of Student Journalists Act.

[7] 105 ILCS 80/15~~, added by P.A. 99-678~~.

Delete "~~, including Constitutional rights of third parties~~" if the board wants only the word-for-word statutory language in its policy. Because the Constitutional rights of third parties are common controversies within the context of student-sponsored publications, the purpose of this additional text is to underscore that Constitutional rights of third parties are included under the exception of State and federal law.

While 105 ILCS 80/20 limits liability of school districts for a student journalist's expression, except in cases of willful or wanton misconduct, some attorneys believe it may still be possible that a third party may seek to hold the district responsible for the student journalists' acts. See Yeo v. Town of Lexington, 131 F.3d 241 (1st Cir. 1997), *cert. denied* (1998). See the second sentence in f/n 1, above.

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a. Commit an unlawful act;

b. Violate any of the District's policies~~, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development*, and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*~~; or

c. Materially and substantially disrupt the orderly operation of the school.

~~All school-sponsored media shall comply with the ethics and rules of responsible journalism.~~ The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material~~Text that~~ fits into ~~numbers~~ one of the four prohibited categories listed ~~(1) through four (4)~~ above, in which case ~~will not be tolerated and school officials~~the Superintendent or designee and/or student media advisers~~s~~ may review, edit, and ~~or~~ delete such media material before publication or distribution of the media. [9]

~~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.~~

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.[10]

Commented [KAS1]: This sentence is now addressed above.

Commented [DJ2]: These statements are now accounted for above, following the f/n 5 option.

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[8] 105 ILCS 80/15~~, added by P.A. 99-678~~ broadly allows school boards to limit speech that would incite violation of any policy. This policy language follows the statute. Policies most often needing assessment are those that involve a district's educational mission and philosophy and social appropriateness language for student body's age(s)/maturity. School officials must be careful to understand that that law is written that student journalists using media to *incite* other students to act a certain way is the exception. ~~This a~~Additional text may be added to (1) underscore~~s~~ that 105 ILCS 80/15 does not authorize or protect expression that *incites* students to violate board policies, and (2) reminds students and the community that school officials have many legal obligations to implement and enforce specific board policies and ensure school environments are safe and conducive to learning. See the second sentence in f/n 1, above.

While 105 ILCS 80/~~Section~~ 20 ~~of the Act~~ limits liability of school districts for a student journalist's expression, except in cases of willful or wanton misconduct, discuss with the board attorney how to balance the rights of student journalists under this law and the other policy implementation duties that face school officials with board policies and laws.

For boards that ~~only~~ want to provide additional text to the word-for-word statutory language in their policies, add to item 4.b~~delete~~:

, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development* and 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*.

[9] 105 ILCS 80/10 requires school officials to show justification without undue delay before limiting student expression. For boards that want the student media advisor to provide student journalists with written justification prior to limiting materials, insert the following sentence to end the paragraph:

In such cases, the student media adviser will promptly provide the student journalist with a written justification prior to limiting the material.

[10] 105 ILCS 80/20~~, added by P.A. 99-678~~.

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Non-School Sponsored Publications Accessed or Distributed On Campus [11]

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~~MP3 files~~, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files~~CD ROM~~, 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~~data~~ or voice messages delivered by cell phones, tablets, and other hand-held devices). [12]

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 School 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; [13]
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, ~~or~~ invades the privacy of others, or infringes on a copyright; [14]
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

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[11] Non-school sponsored publications, like underground newspapers, cannot be subject to the same degree of regulation by school authorities as school-sponsored publications. Absent a showing of material and substantial interference with the requirements of good discipline, students retain their First Amendment free speech rights. The federal circuits disagree on whether school authorities may require prior approval before a student is allowed to distribute non-school-sponsored publications. The Seventh Circuit, which covers Illinois, refused to approve prior approval regulations. Fujishima v. B~~oar~~d of Ed.~~ucation~~, 460 F.2d 1355 (7th~~h~~ Cir.~~,~~ 1972), but see Baughman v. Freienmuth, 478 F.2d 1345 (4th~~h~~ Cir.~~,~~ 1973). Non-school sponsored web sites should be regulated in the same manner as non-school sponsored publications.

A school policy prohibiting junior high students from distributing written material at school that is prepared by non-students was upheld in Hedges v. Wauconda C~~o~~mty.~~ommunity~~ Unit Sch.~~ool~~ Dist. No. 118, 9 F.3d 1295 (7th~~h~~ Cir. 1993).

[12] The definition of *publication* is optional and may be amended. This sample definition uses broad and generally understood terms to keep the policy current with rapid technology changes.

[13] For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school's computer. School authorities could reasonably believe the article would be disruptive. Boucher v. Sch.~~ool~~ B~~oar~~d of the Sch.~~ool~~ Dist.~~rict~~ of Greenfield, 134 F.3d 821 (7th~~h~~ Cir.~~,~~ 1998).

[14] School officials may not regulate student speech based upon their fear or apprehension of disturbance. Many decisions address the tension between students' right to free speech and restrictions of it on campus. See, for example:

- Brandt v. B~~oar~~d of Educ. of City of Chicago, 480 F.3d 460 (7th~~h~~ Cir.~~,~~ 2007), *cert. denied* (2007) (school did not violate students' First Amendment rights when it disciplined students for wearing T-shirts with a "talentless infantile drawing" that school officials reasonably found to undermine the educational atmosphere).
- Nuxoll v. Indian Prairie Sch.~~ool~~ Dist. #204, 523 F.3d 668 (7th~~h~~ Cir.~~,~~ 2008) (holding that the student was likely to succeed on merits of his claim that the school would violate his speech rights by preventing him from wearing T-shirt with slogan "Be Happy, Not Gay").
- J.C. v. Beverly Hills Unified Sch. Dist., 593 F.3d 249 (3rd~~rd~~ Cir. 2010) (discussed the "rights of others to be secure and let alone" argument from Tinker, but found that the school district violated a student's First Amendment rights for disciplining her when she posted a video clip on a website).
- B.H. v. Easton Area Sch.~~ool~~ Dist.~~rict~~, 725 F.3d 293 (3rd~~rd~~ Cir 2013), *cert. denied* (2014) (school violated students' free speech rights by banning the wearing of cancer awareness bracelets containing the caption *I ♥boobies*).

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indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks; [15]

4. Is reasonably viewed as promoting illegal drug use; [16]
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; [17] or
6. 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. [18]

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[15] Be sure that the board's definitions for *sexting* in this policy aligns~~ed~~ with other definitions used th~~r~~oughou~~t~~ the board's policy manual. For example, see the discussion within sample administrative procedure 7:190-AP5, *Student Handbook-Electronic Devices*. There, sexting encompasses the term *indecent visual depiction* as defined by 705 ILCS 405/3-40 (Juvenile Court Act purposes), and *non-consensual dissemination of private sexual images* as defined by 720 ILCS 5/11-23.5 (Criminal Code of 2012 purposes). It defines indecent visual depiction as a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the buttocks, or if such person is a female, a fully or partially developed breast of the person. However, a district may create or have another definition of sexting that may or may not encompass the~~se~~ statutory term~~s~~ and definitions ~~indecent visual depiction~~.

[16] Morse v. Frederick, 551 U.S. 393 (2007).

[17] Optional. The rationale for this section is that prior to high school, students have not developed sufficient experience and education in critical review of external resource materials. Accordingly, in order to accomplish the district's educational mission, yet allow students the opportunity to communicate with their fellow students, widespread student distribution of written material in elementary and middle school may be limited to material primarily prepared by the students themselves. Hedges v. Wauconda C~~ommu~~nty. ~~community~~ Unit Sch. ~~ool~~ Dist. No. 118, 9 F.3rd 1295 (7th~~th~~ Cir. 1993); Leal v. Everett Pub. ~~lic~~ Sch~~ool~~s., 88 F.Supp.3d 1220 ~~2015 WL 728651~~ (W.D.Wa~~sh~~., 2015).

[18] For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school's computer. School authorities could reasonably believe the article would be disruptive. Boucher v. Sch. ~~ool~~ B~~oar~~d. of the Sch. ~~ool~~ Dist. ~~rict~~ of Greenfield, 134 F.3d 821 (7th~~th~~ Cir., 1998).

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Non-School Sponsored Publications Accessed or Distributed Off-Campus [19]

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 [20]

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 5/27-20.08 and 5/27-23.7.
~~Speech Rights of Student Journalists Act,~~ 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, ~~108 S.Ct. 562~~484 U.S. 260 (1988).
Morse v. Frederick, 551 U.S. 393 (2007).
Hedges v. Wauconda Cmty.~~ommunity~~ Unit Sch.~~ool~~ Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
~~Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969)~~
~~Morse v. Frederick, 551 U.S. 393 (2007).~~

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), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

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19 Optional. School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus expression is much more limited than expression on school grounds. Many decisions address the tension between public schools' authority to discipline students for off-campus speech and students' right to free speech. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations, as provided in this policy (see also 7:190, *Student Behavior*). For example, see:

J.S. v. Blue Mountain Sch. Dist., 650 F.3d 915 (3rd Cir. 2011), combined with Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd~~rd~~ Cir. 2011), cert. denied)(2012) (schools may not punish students for their off-campus indecent and offensive parodies of their principals, absent a showing that the parodies caused, or could cause, substantial disruption in the schools).

Kowalski v. Berkeley Cnty. Sch., 652 F.3d 565 (4th~~th~~ Cir. 2011), *cert. denied* (2012) (upheld a student's suspension for off-campus posts to a social network site that defamed a classmate because it was foreseeable that the expression would reach the school and the student's conduct involved substantial disruption and interference with the work and discipline of the school).

The statutory definition of *bullying* includes *cyberbullying* (105 ILCS 5/27-23.7); these terms are defined in 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* (see also f/n 6 and 7:190-AP6, *Guidelines for Investigating Sexting Allegations*).

Consult the board attorney for guidance concerning off-campus speech. Every situation is fact specific and the issues require careful evaluation.

20 105 ILCS 5/27-23.7.

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Students

Restrictions on Publications; High Schools

Definitions

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.

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 the Board policies. Student journalists may not use school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
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, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development*, and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment;* or
    c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one (1) through four (4) above will not be tolerated and school officials ad student media advisers may edit or delete such media material.

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.

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, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking

CURRENT

site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data 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 School 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, or 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 and 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. 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.

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.

CURRENT

LEGAL REF.: 105 ILCS 5/27-23.7
Speech Rights of Student Journalists Act, 105 ILCS 80/.
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S. Ct. 733 (1969).
Morse v. Frederick, 551 U.S. 393 (2007).

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), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: January 19, 2017

CURRENT

Students

Student Records [1]

School student records are confidential. Information from them shall not be released other than as provided by law.[2] A school student record is any writing or other recorded information concerning a

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State law requires school boards to adopt a policy and procedures implementing the Illinois School Student Records Act (ISSRA) and specifying the content of school student records. 23 Ill.Admin.Code §§375.100 and 226.740. Both State and federal law address school student records. See the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) implemented by federal rules at 34 C.F.R. Part 99) and ISSRA (105 ILCS 10/, amended by P.A.s 102-557 and 101-515 ~~and 100-532~~, implemented by ISBE rules at 23 Ill.Admin.Code Part 375).

In addition, the U.S. Dept. of Education's (DOE) *Protecting Student Privacy* webpage, a service of the Privacy Technical Assistance Center (PTAC) and the Student Privacy Policy Office, is a *one-stop* resource for education stakeholders to learn about student privacy and confidentiality, including data privacy and security practices related to student-level longitudinal data systems, at: www.studentprivacy.ed.gov/. PTAC published a guide for school officials titled *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices* (2014), at: www.studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best.

The DOE also issued a summary of resources on FERPA and virtual learning (2020) at: www.studentprivacy.ed.gov/resources/ferpa-and-virtual-learning. **Boards that wish to enter into cloud computing and other operator contracts must comply with the Student Online Personal Protection Act (SOPPA), 105 ILCS 85/, amended by P.A. 101-516, ~~eff. 7-1-21,~~ and should contact the board attorney for implementation guidance.** See also f/n 2, item #7, below.

Confusion persists regarding the interplay between the FERPA and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub. L. 104-191). The Privacy Rule implementing HIPAA, issued by the U.S. Dept. of Health and Human Services (DHS), addresses the disclosure of individuals' health information by *covered entities*. 45 C.F.R. Parts 160 and 164, Subparts A and E. Generally speaking, a school district becomes a *covered entity*, and must comply with applicable sections in the Privacy Rule, if it provides health care and transmits health information in electronic form in connection with transactions. However, *educational records* as defined by FERPA are excluded from HIPAA's definition of *protected health information.* 45 C.F.R. §160.103. In most cases this exception relieves school districts of complying with burdensome privacy notices and authorization forms. In December 2019, DHS and DOE issued an update to its *Joint Guidance on the Application of FERPA and HIPAA to Student Health* Records, at:

~~https://studentprivacy.ed.gov/resources/joint-guidance-application-ferpa-and-hipaa-student-health-records~~www.studentprivacy.ed.gov/resources/joint-guidance-application-ferpa-and-hipaa-student-health-records~~www.studentprivacy.ed.gov/sites/default/files/resource_document/file/2019%20HIPAA%20FERPA%20Joint%20Guidance%20508.pdf~~.

The board attorney should be consulted on all HIPAA-related questions.

2 A plethora of statutory and decisional law protects student records. Aside from the laws identified in f/n 1, other laws protecting student records include:

1. Schools may not provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards. 105 ILCS 5/10-20.38.
2. Schools may not sell personal information concerning a child under the age of 16, with a few exceptions, unless a parent has consented. Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.
3. The release of confidential information given by a student to a therapist, e.g., school counselor or psychologist, is governed by the Mental Health and Developmental Disabilities Confidentiality Act. 740 ILCS 110/.
4. Schools must keep a sex offender registration form received from law enforcement separately from school student records maintained on behalf of the juvenile sex offender. 730 ILCS 152/121.
5. Divorced or separated parents/guardians with and without *parental responsibility* (formerly custody) are both permitted to inspect and copy the student's school student records. The Ill. Marriage and Dissolution of Marriage Act (IMDMA), 750 ILCS 5/602.11.
6. Schools may not provide a parent/guardian access to his or her child's school records if the parent is prohibited by an order of protection from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. Id.

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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: **3**

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school. **4**
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses**5**) 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 officials, 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 1~~8~~7 years who has been arrested or taken into custody. **6**

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy**7**, and challenge school student records.**8** The information contained in school student

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7. SOPPA (105 ILCS 85/, amended by P.A. 101-516~~, eff. 7-1-21~~) addresses a school district's obligations related to *covered information* of students and contracts with educational technology *operators*. In some instances, covered information as defined under SOPPA may also qualify as education records under FERPA and school student records under ISSRA. See policy 7:345, *Use of Educational ~~Technology~~ Technologies~~Use~~; Student Data Privacy and Security*, and administrative procedure 7:345-AP~~1~~, *Use of Educational Technologies~~y Use~~; Student Data Privacy and Security*, for a description of SOPPA obligations.

Note: Nos. 5 and 6 above may conflict with FERPA in that they restrict a parent/guardian's right to access his or her child's school records more than is expressly permitted by FERPA. 20 U.S.C. §1232g(a)(1)(A), (B); 34 C.F.R. §99.10(a). **Consult the board attorney for guidance.**

Allowing students to grade each other's papers does not violate FERPA; such student work is not a *school record* until it is recorded by the teacher. Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002). School student records are *per se* prohibited from disclosure; a district is under no obligation to redact them. Chicago Tribune Co. v. Chicago Bd. of Educ., 332 Ill.App.3d 60 (1st Dist. 2002).

3 20 U.S.C. §1232g(a)(4); 34 C.F.R. §99.3; 105 ILCS 10/2(d); 705 ILCS 405/1-7 and 5-905; 23 Ill.Admin.Code §375.10. Rather than listing the exceptions in the policy, a school board may choose to end the sentence after the proviso "except as provided in State or federal law."

4 For a helpful resource, see f/n 1 in policy 7:150, *Agency and Police Interviews*.

5 For an explanation, see footnotes in policy 7:220, *Bus Conduct*.

6 Many lawyers believe that once these records are received by a school, they are protected as *education records* under FERPA. Consult the board attorney for advice.

7 105 ILCS 10/5(a).

105 ILCS 10/5(c)~~, amended by P.A. 100-532,~~ requires that a parent's or student's request to inspect and copy records be granted no later than 10 business days (previously 15 school days) after the date of receipt of such a request by the official records custodian.

105 ILCS 10/5(c-5)~~, added by P.A. 100-532,~~ outlines how a school district may extend the 10 business day timeline for response by not more than five business days from the original due date if one or more of these six reasons applies:

1. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. The request required the collection of a substantial number of specified records;
3. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or
6. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.

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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.**9** 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.**10** ~~However, T~~the District will comply with State or federal law with regard to release of ~~an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to~~ a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student.**11** 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. **12**

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

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The person making the request and the school district may also agree in writing to extend the timeline for compliance for a period to be determined by the parties. Id.

8 23 Ill.Admin.Code §375.10 provides that districts may, through board policy, allow scores received on college entrance examinations to be included on a student's academic transcript if that inclusion is requested in writing by a student, parent or person who enrolled the student. If the board of a unit or high school district wants to allow this, insert:

> A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript.

Note: Though 23 Ill.Admin.Code §375.10 uses the phrase "student, parent or person who enrolled the student," student records rights under ISSRA and FERPA attach to *eligible students* and their parents/guardians, not to "a person who enrolled the student" (though that person is typically a parent or guardian).

If a board allows for the inclusion of college entrance examination scores on academic transcripts, amend the district's notification to parents/guardians and students of their school student records rights with the process for requesting the inclusion. 23 Ill.Admin.Code §375.30(d)(5). See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, for an example.

9 23 Ill.Admin.Code §226.740(a).

10 This sentence is required if the board allows schools to release student directory information. 20 U.S.C. §1232g; 23 Ill.Admin.Code §375.80; 34 C.F.R. §99.37. There is at least one instance in Illinois in which parents were upset that their school district released students' names and addresses pursuant to a Freedom of Information Act (FOIA) request. FOIA contains an exemption for home addresses. Many lawyers, however, say that a district must release student information pursuant to a FOIA request when each of the following has occurred: the FOIA request seeks information that is included in the district's definition of student directory information, the district notified parents that it releases directory information, and the parents did not opt out of allowing directory information to be released concerning their child. An opinion from the Ill. Public Access Counselor supports that a district may not rely on the FOIA exemption for home addresses. PAO 12-3.

The **PRESS** policy does not identify the components of *directory information*, leaving that task to implementing material. Boards may want to discuss this quagmire with the superintendent knowing that there are good reasons to release directory information, e.g., to allow the district to publish information about specific students, and good reasons to not release directory information, e.g., to avoid releasing names and addresses pursuant to a FOIA request.

23 Ill.Admin.Code §375.80(a)(1) –no longer includes *gender* as information which may be designated as directory information. This is consistent with attorneys' views that Illinois' past practice of including *gender* within directory information may have violated FERPA. FERPA regulations provide that directory information "means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed" and it "includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended." 34 C.F.R. §99.3. Though FERPA regulations do not explicitly preclude the designation of *gender* as directory information, DOE guidance has consistently advised schools not to disclose a student's sex as directory information because it would be considered harmful or an invasion of privacy. See *Letter to Institutions of Postsecondary Education*, DOE Family Policy Compliance Office (September 2009). Consult the board attorney about the practical implementation of this issue. Some attorneys, for example, believe photos of the "Girls Volleyball Team" may contradict DOE guidance.

11 20 U.S.C. §1232~~(g)~~(j), as added by Sec. 507 of the U.S.A. Patriot Act of 2001.

12 34 C.F.R. §99.31; 105 ILCS 10/6, amended by P.A. 102-557.

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members of this policy, and inform students and their parents/guardians of their rights regarding school student records. **13**

Student Biometric Information Collection **14**

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention.**15** Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility**16** or the student (if over the age of 18).**17** Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information.**18** Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited. **19**

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from

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13 Each school must have an *official records custodian.* 105 ILCS 10/4(a). Districts must notify students and parents/guardians of their rights concerning school student records. 105 ILCS 10/3; 105 ILCS 10/4, amended by P.A. 101-161; 23 Ill.Admin.Code §375.30; 34 C.F.R. §99.7. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, and 7:340-AP1, *School Student Records.*

14 This program is optional; however, districts either wishing to implement such a program or districts that have already engaged in the collection of student biometric information must have a policy consistent with the requirements of 105 ILCS 5/10-20.40. This section restates the School Code's requirements for a student biometric information policy.

15 For districts already collecting biometric information, the following is an alternative:

> The Superintendent or designee shall maintain a biometric screening program that is consistent with budget requirements and in compliance with State law.

16 Several statutes define legal custody and when a court may grant it; the term requires statutory construction/interpretation and school boards should discuss this issue with their attorney prior to adopting a policy on collection of student biometric information.

105 ILCS 5/10-20.40(b)(1) states the definition of legal custody is the same as the definition of legal custody for purposes of residency, payment of tuition, hearings, and criminal penalties at 105 ILCS 5/10-20.12b(2)(i)-(v).

The IMDMA, 750 ILCS 5/, changed the terms *custody* and *visitation* to *parental responsibility* and *parenting time*, respectively. It also requires a *parenting plan* that allocates: (1) significant decision-making responsibilities; and (2) each parent's right to access his or her child's school records. The ~~new law~~IMDMA does not amend ISSRA or the School Code.

17 Based upon 105 ILCS 5/10-20.40, written permission is not required annually; it is valid until a request for discontinuation of the use of biometric information is received or until the student reaches the age of 18. See 7:340-AP1, E5, *Biometric Information Collection Authorization.*

18 Districts must reissue 7:340-AP1, E5, *Biometric Information Collection Authorization* to students turning 18 years of age during the school year. This is because all rights and privileges accorded to a parent under ISSRA become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first. 105 ILCS 10/2(g).

19 State law contains two exceptions: (1) the individual who has legal custody/parental responsibility of the student or the student (if over the age of 18) consents to the disclosure; and (2) the disclosure is required by court order. 105 ILCS 10-20.40(b)(5).

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the person having legal custody/parental responsibility of the student or the student (if over the age of 18).[20] Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law. [21]

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
50 ILCS 205/7, Local Records Act.
105 ILCS 5/10-20.12~~21~~b, ~~5/20.37,~~ 5/10-20.40, and 5/14-1.01 et seq.
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), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP1, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)

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20 105 ILCS 5/10-20.40(d). No notification to or approval from the district's local records commission, pursuant to the Local Records Act, is required to destroy student biometric information. See f/n 15 for a discussion about the terms *custody* and *parental responsibility*.

21 Whether the student biometric information is an education record under FERPA or falls under an exception to an education record under FERPA is an issue about which school boards should consult their board attorney. Protected Health Information under the DHS's interpretations of HIPAA excludes education records covered by FERPA, and thus HIPAA requirements are not expected to be triggered by districts collecting student biometric information. However, before implementing policies and procedures to collect student biometric information, a board should discuss these issues with the board attorney.

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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 or 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 officers 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 officials, 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 17 years who has been arrested or taken into custody.

State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and 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. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. 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.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

CURRENT

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
50 ILCS 205/7.
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.
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), 7:345 (Use of Educational Technologies; Student Data Privacy and Security).

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)

ADOPTED: May 17, 2001

REVISED: September 17, 2020

CURRENT

Students

Use of Educational Technologies; Student Data Privacy and Security [1]

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*.[2] The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited.[3] Protecting such information is important for legal

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1 The Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), amended by P.A. 101-516~~, eff. 7-1-21~~, controls the content of this policy. SOPPA specifically requires boards to adopt a policy for designating which district employees are authorized to enter into agreements with *operators* (see **Operator Contracts** subhead). SOPPA is the State law that governs how educational technology companies, schools, and the Ill. State Board of Education (ISBE) use and protect *covered information* of students. The amendments to SOPPA were intended to strengthen protections for online student data, in part by centralizing the vetting and contracting process within schools, and to give parents ready access to information about how their children's data is being used at school. SOPPA does not, however, require a district to obtain parent opt-in or separate consent for the use of online services or applications, nor is such consent required if the operator is acting as a *school official* pursuant to the delineated exception in the Family Educational Rights and Privacy Act's (FERPA)(20 U.S.C. §1232g) implementing regulations. See 34 C.F.R. §99.3(a). A helpful resource published by the Ill. Council of School Attorneys, *Answers to FAQs Regarding the Student Online Personal Protection Act and Public Schools*, is available to IASB members on IASB's website at: www.iasb.com/policy-services-and-school-law/guidance-and-resources/student-online-personal-protection-act/. Additional SOPPA resources are available through ISBE at: www.isbe.net/Pages/Educational-Technology.aspx.

105 ILCS 5/10-20.74, added by P.A. 101-654, requires districts to submit to the ISBE an annual report about its educational technology capacity and policies, including device availability for students, school-based access and infrastructure, professional learning and development training opportunities, and documentation of developmentally appropriate computer literacy instruction embedded in the district's curriculum at each grade level. See 2:150-AP, *Superintendent Committees*, at f/n 20, for a list of sample **PRESS** policies that apply to this submission. See also policy 6:60, *Curriculum Content*, at f/n 25, and 6:300-E2, *State Law Graduation Requirements*, for more information about computer literacy requirements.

2 See policy 7:340, *Student Records*, and its implementing administrative procedure, 7:340-AP1, *School Student Records*, for requirements addressing school student records under federal and State law. SOPPA does not override or otherwise supersede the requirements of FERPA or the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). 105 ILCS 85/30(9), amended by P.A. 101-516~~, eff. 7-1-21~~.

Covered information is a broader concept than student records, and may include information that does not qualify as a student record. However, even if the covered information is not maintained as a student record, it may still qualify as a *public record* under the Local Records Act (50 ILCS 205/), such that a district would have an obligation to maintain it. Consult the board attorney for guidance on these issues.

3 105 ILCS 85/26(1), added by P.A. 101-516~~, eff. 7-1-21~~. SOPPA includes a clarification that schools and operators are not prohibited from producing and distributing, free or for consideration, student class photos and yearbooks to the school, students, parents, or others authorized by parents, as long as there is a written agreement between the operator and district. 105 ILCS 85/30(10), amended by P.A. 101-516~~, eff. 7-1-21~~.

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compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. **4**

Definitions **5**

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. **6**

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. **7**

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.**8** 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. **9**

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4 SOPPA permits, but does not require, districts to designate an appropriate staff person as a Privacy Officer, who may also be an official records custodian under ISSRA, to carry out the duties and responsibilities assigned to schools and to ensure a district's compliance with the requirements of SOPPA. 105 ILCS 85/27(f), added by P.A. 101-516~~, eff. 7-1-21~~. For boards that wish to designate a Privacy Officer, add the below sentence to the end of the paragraph. Boards may designate an individual other than the Superintendent to serve in the capacity of Privacy Officer, such as a Business Manager, IT Director, or District Records Custodian.

> The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516~~, eff. 7-1-21~~.

5 105 ILCS 85/5, amended by P.A. 101-516~~, eff. 7-1-21~~. See f/n 3 above for more discussion about *covered information*.

6 SOPPA specifically provides that it does not apply to general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. 105 ILCS 85/30(3), amended by P.A. 101-516~~, eff. 7-1-21~~. Consult the board attorney for guidance regarding whether certain applications that may be widely used by schools, but which may not have been originally marketed to K-12 (e.g., certain video conference applications), come within the scope of SOPPA.

7 Operators must notify districts of a breach of covered information within the most expedient time possible and without reasonable delay, but no later than 30 calendar days after the determination that a breach has occurred. 105 ILCS 85/15(5), added by P.A. 101-516~~, eff. 7-1-21~~.

8 This statement is required by 105 ILCS 85/27(b), added by P.A. 101-516~~, eff. 7-1-21~~. SOPPA provides that any agreement entered into in violation of SOPPA "is void and unenforceable as against public policy." Id. SOPPA does not provide for a private right of action against school districts; the Ill. Attorney General has enforcement authority under SOPPA through the Consumer Fraud Deceptive Trade Practices Act. 105 ILCS 85/35.

9 SOPPA requires specific provisions be included in a contract with any operator that seeks to receive covered information from a school district. 105 ILCS 85/15(4) and 85/27(g), added by P.A. 101-516~~, eff. 7-1-21~~. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for details.

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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.**10** 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. **11**

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 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)

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10 105 ILCS 85/27(e), added by P.A. 101-516~~, eff. 7-1-21~~. SOPPA does not provide specifics regarding security procedures or practices, nor is there a formal, nationalized standard specific to K-12, but the law does~~. However, SOPPA~~ require~~s~~ ISBE to make available on its website guidance for schools pertaining to reasonable security procedures and practices. 105 ILCS 85/28, added by P.A. 101-516~~, eff. 7-1-21~~. ISBE has endorsed a security best practices document published by the Learning Technology Center of Illinois (an ISBE grant-funded program) as its guidance that all districts should follow, which is available at: www.isbe.net/Pages/Educational-Technology.aspx (see *Reasonable Security Practices* dropdown). ~~ISBE, the U.S. Dept. of Education (DOE) and other experts in the field agree that training of all staff with access to a school's network is important to protecting schools against cyber threats, although such training is not currently mandated in Illinois. ISBE's grant-funded program, T~~the Learning Technology Center of Illinois~~,~~ offers cybersecurity training to administrators and educators throughout the State. See www.ltc.org. The U.S. Dept. of Education has also issued multiple guidance documents on security best practices for schools, available at: https://studentprivacy.ed.gov/security ~~www.studentprivacy.ed.gov/topic/security-best-practices~~.

11 In the event of a breach of covered information of students, SOPPA requires school districts to provide two types of notices: (1) individual notices to the parents of students whose covered information was involved in the breach and (2) a more general notice about the breach on the district's website (or at the district administrative office, if it does not maintain a website) if the breach involved 10% or more of the district's student enrollment. 105 ILCS 85/27(a)(5) & (d), added by P.A. 101-516~~, eff. 7-1-21~~. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for details about the required notices.

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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 or designee 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.

CURRENT

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

ADOPTED: September 17, 2020

CURRENT

Community Relations

Accommodating Individuals with Disabilities [1]

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.[2] 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.[3]

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.[4]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content.

[2] The Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§12101 et seq. The ADA covers all state and local governments, including those that receive no federal financial assistance. Title II of the ADA specifically contains accessibility requirements. 42 U.S.C. §§12131 et seq. Its nondiscrimination provision states: "[s]ubject to the provisions of this subchapter, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." 42 U.S.C. §§12132.

The U.S. Dept. of Justice, through its Civil Rights Division, is the key agency responsible for enforcing Title II. The regulations implementing Title II are found at 28 C.F.R. Part 35. For a comprehensive compliance toolkit, see: www.ada.gov/pcatoolkit/chap1toolkit.htm. This policy contains only the basic elements of the ADA's requirements.

The ADA Amendments Act (ADAAA) significantly changed the ADA's definition of disability. 42 U.S.C. §12102. It did not, however, amend any provision in Title II regarding accessibility requirements. Consult the board attorney regarding the ADAAA's impact, if any, on the district's Title II accessibility obligations.

See f/n ~~42~~ in policy 2:260, *Uniform Grievance Procedure*, for a discussion of website accessibility requirements under Title II and the School Code. ~~While the U.S. Dept. of Justice (DOJ) under President Obama's Administration proposed regulations for public accommodations of websites (set to be final in 2018), President Trump signed an executive order in early 2017 entitled *Reducing Regulation and Controlling Regulatory Costs*, which makes it highly unlikely that the DOJ will issue any website regulations during the Trump Administration's tenure.~~ Consult the board attorney about procedures for the superintendent to perform his or her duties outlined below in f/ns 6 and 8.

The Ill. Environmental Barriers Act (410 ILCS 25/) and the Ill. Accessibility Code (71 Ill.Admin.Code Part 400) ~~ensure that~~are "intended to establish minimum scoping and technical design requirements to ensure that the building environment ~~"all applicable buildings and facilities~~in the State of Illinois~~, are so~~ is designed, constructed, and~~/or~~ altered ~~to assure the safety and welfare of all members of society and~~ to be ~~readily~~ accessible to~~,~~ and useable by all, including individuals with disabilities~~environmentally limited persons~~." 71 Ill.Admin.Code §400.110(a). ~~**Note:** The Ill. Environmental Barriers Act, as amended by P.A. 99-582 deleted the term *environmentally limited person*, which until then had been defined in 410 ILCS 25/3 as "a person with a disability or condition who is restricted in the use of the built environment."~~ Press boxes that "are in bleachers that have points of entry at only one level, and the aggregate area of the press box is no more than 500 square feet" do not have to comply with the Accessibility Code. 105 ILCS 5/10-20.51.~~The Ill. High School Assoc. refers to a *press box* as a "space … set aside to provide for news media representatives covering the [event], whether they be from newspapers, radio stations, commercial television stations and/or cable television stations."~~

[3] 28 C.F.R. §35.130(b). If separate services or programs are provided, a district may not deny the individual an opportunity to participate in the regular programming unless the accommodation would alter the fundamental nature of the program. 28 C.F.R. §35.130(b).

[4] Districts must provide auxiliary aids and services to ensure that no disabled individual is excluded or treated differently than other individuals, unless the district can show that taking such steps would fundamentally alter the nature of the function, program, or meeting or would be an undue burden. 28 C.F.R. §§35.160 and 35.164. The term *auxiliary aids and services* includes qualified interpreters, assistive listening devices, note takers, and written materials for individuals with hearing impairments; for individuals with vision impairments, the term includes qualified readers, taped texts, and Brailed or large print materials. 28 C.F.R. §35.104.

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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.[5]

The Superintendent or designee is designated the Title II Coordinator and shall:[6]

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, 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.[7]
2. Institute plans to make information regarding Title II's protection available to any interested party.[8]

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.[9] 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.[10]

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[5] This requirement applies to construction commenced after January 26, 1992. 28 C.F.R. §35.151. Compliance methods include: equipment redesign, reassignment of services to accessible buildings, assignment of aids to beneficiaries, home visits, delivery of services at alternate accessible sites, alteration of existing facilities and construction of new facilities (a district is not required to make structural changes in existing facilities where other methods are effective in achieving compliance), and use of accessible rolling stock or other conveyances. 28 C.F.R. §35.150.

[6] Each district having 50 or more full or part-time employees must designate at least one employee to coordinate its efforts to comply with Title II, including complaint investigations. 28 C.F.R. §35.107.

[7] A written evaluation of district services, policies, and practices should have been completed by January 26, 1993. Interested people should have been allowed to submit comments during the evaluation process. The final self-evaluation document must be kept for at least three years, be available for public inspection, and include a list of individuals and organizations consulted, a description of areas examined and any problems identified, and a description of any modifications. The record retention requirement applies to only those districts having 50 or more full or part-time employees. While January 26, 1996, has passed, this information is kept in the policy as it is an affirmative obligation.

[8] Each district must make information regarding the ADA's protection available to any interested party. 28 C.F.R. §35.106. For example, a simple notice can be included in school newspapers, program or performance announcements, and registration material.

[9] The superintendent decides the appropriate response on a case-by-case basis.

[10] Adoption of a uniform grievance procedure fulfills the ADA's requirement that each district having 50 or more employees adopt and publish a grievance procedure providing for prompt and equitable resolution of any complaint.

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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 ~~Expansion~~ Building Programs)

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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 School Board, 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 Expansion Programs)

ADOPTED: December 17, 2009

REVISED: November 9, 2017

CURRENT

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 [1]
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense [2]
- 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 Police Interviews)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] 105 ILCS 5/10-22.13a, ~~amended by P.A. 99-890~~ and Gruba v. C~~o~~m~~munit~~y. High Sch.~~ool~~ Dist.~~rict~~ 155, 40 N.E.3d 1~~,~~ (Ill.~~,~~ 2015) (holding school districts are subject to, and school boards must comply with, local government zoning and storm water restrictions, i.e., a city's zoning powers). See also 55 ILCS 5/5-12021~~, added by P.A. 99-890~~; 60 ILCS 1/110-70~~,~~ ~~amended by P.A. 99-890;~~ and 65 ILCS 5/11-13-27 ~~, added by P.A. 99-890~~ (outlining specific zoning provisions related to public schools, including requirements for counties, townships, and municipalities to refrain from regulating educational activities and make reasonable efforts to streamline zoning application and review process for public school districts, along with reducing fees and costs).

[2] 105 ILCS 5/10-22.35.

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Community Relations

Relations With Other Organizations and Agencies

The District shall endeavor to establish positive working relationships with public and private organizations which contribute to the educational process and to the general welfare of the citizens of the community, 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), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED: May 17, 2001

REVISED: December 17, 2009

CURRENT

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

DATE: January 20, 2022

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Track Resurfacing Bid # 2021-45 **(A)**
Board of Education, January 20, 2022
Action item

Background:

At the August 5, 2021 Committee of the Whole meeting of the District 158 Board of Education, the Administration presented the Board with an updated O&M Life Cycle Deferred Maintenance capital projects report which included Track Resurfacing at Marlowe Middle School to be done in FY24 and Heinemann Middle School Track Resurfacing in FY23. However, at this time, Marlowe Middle School's track surface is showing significantly more signs of wear than Heinemann Middle School's track.

On November 19, 2021, a bid specification for a track resurfacing project at Marlowe Middle School was released.

Bids were opened on December 6, 2021.

A summary of the bids is attached.

Recommendation:

The Administration recommends the Board of Education approve the award of the bid to Midwest Track Builders in the amount of $84,340.00 at their January 20, 2022, Regular Board meeting.

DR/jk

Huntley Community School District 158 **Bid Tally Sheet**

Track Resurfacing Bid #2021-45 **Bid Opening - December 6, 2021 2:30 pm**

Marlowe Middle School Track

Bidder	Bid Bond	Cert Comp Drug Free Workplace	Certificate of Eligibility to Bid	Certificate of IDHR	Certificate of IL. Prevailing Wage	Hold Harmless Agreement	Reference List	Base Bid All work as specified in bid 2021-45	Material Manufacturer	Product Line
A. G. Sports Services, LLC	No	X	X	X	X	X	X	$98,850.00	American Recycling	2-Coat Latex Refurbishment
Midwest Track Builders	X	X	X	X	X	X	X	$84,340.00	Seal-Flex	LR-2 Resurface
Schroeder Asphalt Services								No bid sent in		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

DATE: January 20, 2022

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Replacement Truck Purchase **(A)**
Board of Education, January 20, 2022
Action item

Background:

At the August 5, 2021 Committee of the Whole meeting of the District 158 Board of Education, the Administration presented the Board with an updated O&M Life Cycle Deferred Maintenance capital projects report which included replacement of a pickup truck which the O&M Department staff utilize for snow and ice management services and day to day maintenance operations.

Past practice has been to replace such vehicles thru the Illinois Dept. of Central Management Services bidding process. However, due to the economic conditions at hand, the process has to be changed.

When we reached out to the state's designated contract holder for an extended cab pickup truck purchase; Morrow Brothers, they informed us that:

- They have preordered a defined number of such vehicles and they can be reserved on a first come, first serve basis.
- The price for the vehicle has changed as shown in the attached quotation.

Upon seeing the price escalation on the Morrow Brothers quotation, Kevin Lindquist, in the O&M Office, began a search for alternative sources of procurement of said vehicle. We chose this approach in lieu of a formal bid as we are aware of no dealers interested in a competitive bidding scenario right now.

Price quotations received from only sources willing to provide quotations included:

- LaFontaine CDJRF in Lansing, MI – regular cab - $46,310.00
- James CDJRF in Hampshire, IL – regular cab - $47,170.00
- James CDJRF in Hampshire, IL – crew cab - $49,200.00

Recommendation:

The Administration recommends the Board of Education approve purchase of a 2022 Ford F250 Extended Cab with accessories per attached quotation from Morrow Brothers at a cost of $42,315.00 at their January 20, 2022, Regular Board meeting.

DR/jk

MORROW BROTHERS Ford
Greenfield, IL 877-368-3038
WWW.MORROWBROTHERSFORDINC.COM
1242 Main Street • GREENFIELD IL 62044
(217) 368-3037 • Fax (217) 368-3517 • Toll free 1-877-368-3038

January 11, 2022

Doug Renkosik, CPMM, Director of O&M
Huntley Community School District 158
Cell # 847-997-6655

We have figured the following truck for your consideration.

1 New 2022 Ford F250 4x4 Extended Cab 8' Bed
White Ext. / Vinyl 40/20/40 Seating, 6.2L V8 Gasoline Engine, 6-Speed Automatic
Shift on Fly 4x4, Front Tow Hooks, Hour Meter, Overhead Console
Outside Temperature Display, Daytime Running Lights, Vinyl Floor Covering
Air Conditioning, AM/FM/MP3 Stereo, Bluetooth Hands Free Communications
Power Windows/Locks/Mirrors, Remote Keyless Entry, Cruise Control
Tilt/Telescoping Steering Column, E-Locking Axle, H.D. Front & Rear Suspension
LT 245/75RX17E AT Tires, Back-Up Camera, Trailer Tow Package w/ Receiver Hitch
T. Wiring 7/4 Pin Connector, Trailer Tow Mirrors w/ Heated Glass, Trailer Brake
H.D. Alternator, Dual H.D. Batteries, Skid Plates, Spray in Bed Liner, Plow Prep
54" Whelen Lightbar, Up-Fitter Switches, M License/Title, Delivery to HCSD 158
All other standard equipment

Illinois Government Price $42,315.00*

Recommended option not on order: Running Boards Add $420.00

Units presently have an ETA* of late May and are available, first come first serve. Any and all trade in vehicles are welcome regardless of miles or condition. Let me know if you have any questions.

Thank you,

Richie Morrow Wellenkamp
Government Sales Manager
Morrow Brothers Ford, Inc.