BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
April 16, 2019 - 7:00 PM

DISTRICT ADMINISTRATIVE CENTER
326 JOLIET STREET
WEST CHICAGO, IL 60185

A G E N D A

OPENING ACTIVITIES

1. Call to Order
2. Salute to the Flag
3. Reading of Mission Statement

"Community High School strives to promote and provide growth experiences in Learning, Leadership and Living."

4. Roll Call
5. Additions to the Agenda - (Voice Vote)

_____

_____

_____

_____

RECOMMENDED MOTION: That the Board of Education approve the addition of the topics shown above to this agenda.

GOOD NEWS OF THE DISTRICT

1. Special Olympics Wildcats Basketball Team 6

STUDENT RECOGNITION

Katherine Doremus

1. March Student of the Month: 7

• Marcos Correa

2. March Academic Achiever: 8

• Alexander Hey

BOARD MEMBER RECOGNITION: 9

1. RECOMMENDED MOTION: That the Board of Education adopt the Resolutions for presentation to outgoing Board members Ruben Campos, Katherine Doremus and Kevin Kotche.

PUBLIC PARTICIPATION

ADMINISTRATIVE REPORTS AND INFORMATION

1. Superintendent's Report

Doug Domeracki

a. FOIA(s) 12

2. Director of Business Services Report

David Blatchley

3. Director of Human Resources Report

Cheryl Moore
4. Principal's Report 15
Moses Cheng
5. Student Support Initiative Follow-up
Gary Saake
6. Board Retreat
Gary Saake
7. Central DuPage Hospital/Northwestern Medicine Discussion
Gary Saake
8. Committee and Representative Reports
a. Communications
b. Education - April 3, 2019 18
1. RECOMMENDED MOTION: That the Education Committee approve the minutes of the meeting listed above.
c. Facilities
d. Finance - April 5, 2019 59
1. RECOMMENDED MOTION: That the Finance Committee approve the minutes of the meeting listed above.
e. Facility and Finance
f. Human Resources
g. Policy - March 21, 2019 79
1. RECOMMENDED MOTION: That the Policy Committee accept the minutes of the meeting as listed above.
h. SASED
i. Other
9. Future Dates
a. Joint School Boards Meeting - April 22, 2019
b. Special Organizational Board Meeting - April 30, 2019
10. Open Comment - Board Members
Board Members
11. Future Issues

CONSENT AGENDA (Roll Call)

1. Items Removed from Consent Agenda for Separate Action

_____
_____
_____
_____

2. Consent Agenda Action for All Items Except Those Listed in 1. Above

CONSENT AGENDA ITEMS - RECOMMENDED ACTION:

1. Approval of Minutes
a. Regular Board of Education Meeting - March 19, 2019 154
1. RECOMMENDED MOTION: That the Board of Education approve the minutes as listed above.
2. Acceptance of Minutes
a. Policy Committee Meeting - March 21, 2019 166
b. Education Committee Meeting - April 3, 2019 241

c. Finance Committee Meeting - April 5, 2019 282
1. RECOMMENDED MOTION: That the Board of Education accept the minutes as listed above.

3. Approval of Financials
a. Approve Current Expenditures 302
b. Imprest Fund Statement 329
c. Treasurer's Report 333
d. Statement of Position/Financial Report 334
e. Statement of Revenue/Expenditures Year to Date Ending March 31, 2019 335
f. 3-Year Budget/Actual Report 336
g. Grant Reports 338
h. Petty Cash Fund Report 340
i. Student Activity Account Fund Balance 341
j. New Vendors Monthly Report 344
k. Quarterly Financial Reports 345
l. Referendum Revenue and Expenditure Report
m. Board Expenses
There were no Board expenses.
n. RECOMMENDED MOTION: That the Board of Education approve the expenditures from March 13, 2019 to April 11, 2019 and accept the financial reports.

OLD BUSINESS:

NEW BUSINESS:

1. Personnel Report - (Roll Call) 350

The Personnel Report consists of:
· The approval of a change in job duties and compensation for 1 employee effective August 9, 2019
· The employment of 1 coach effective November 4, 2019
· The resignation of 1 sponsor effective May 25, 2019

a. RECOMMENDED MOTION: That the Board of Education approve the Personnel Report.

2. Student Travel - Edinburgh Fringe Festival Performance - (Roll Call) 351

West Chicago Community High School's Wego Drama is requesting a trip to London, England and Edinburgh, Scotland, which is beyond a 250 mile radius of West Chicago Community High School. Travel dates are July 29 through August 14, 2020. According to Policy ¶7204 - Field Trips, Student Travel and Optional Student Travel, this qualifies as Student Travel.

a. RECOMMENDED MOTION: That the Board of Education approve the Wego Drama trip to London, England and Edinburgh, Scotland.

3. Chromebook Disposal - (Roll Call) 352

Freshman students are assigned a Chromebook, which has a lifecycle of approximately four years. A senior students's Chromebook is no longer needed after four years and becomes obsolete. These Chromebooks will be available for purchase at the end of the school year.

a. RECOMMENDED MOTION: That the Board of Education approve the sale of

outdated student Chromebooks for the cost of $10.

4. Adoption of Community High School District 94 Board of Education Policy Manual 353

In August 2017 the decision was made to begin a comprehensive review of School District Policies with the intent of aligning our current policies with those of the Illinois Association of School Boards policy manual, PRESS. After numerous meetings with IASB, School Administration and the Board of Education the attached PRESS policy manual represents a current series of policies that will replace the current policy manual in its entirety following the second reading by the Board of Education.

a. RECOMMENDED MOTION: That the Board of Education adopt the Policy Manual at first reading.

5. Gale Contract for 2019-20 - (Roll Call) 665

This is the annual renewal contract for Gale. Gale is an online suite of more than 640,000 biographical entries covering international figures for all time periods and areas of study. The cost of the renewal is $9,900.

a. RECOMMENDED MOTION: That the Board of Education approve the Gale contract renewal for the 2019-20 school year.

6. OverDrive Contract for 2019-20 - (Roll Call) 666

This is the annual renewal contract for OverDrive. OverDrive is a digital reading platform offering the largest digital content catalog. The cost of the renewal is $6,000.

a. RECOMMENDED MOTION: That the Board of Education approve the OverDrive contract renewal for the 2019-20 school year.

7. ProQuest Contract for 2019-20 - (Roll Call) 667

This is the annual renewal contract for ProQuest, ProQuest enables users to search current U.S. news content, as well as archives that stretch back into the 1980's. The cost of the renewal is $5,043.95,

a. RECOMMENDED MOTION: That the Board of Education approve the ProQuest contract renewal for the 2019-20 school year.

8. Professional Commissioning Services for the 2019 Addition and Remodeling Project - (Roll Call) 668

Three proposals were received for commissioning services for the 2019 Addition and Remodeling Project. The fee for commissioning services for the project is based on the systems to be tested (i.e., temperature controls, safeties and alarms, air volume control). The cost for the commissioning services as prepared by SSRCx is $63,250.

a. RECOMMENDED MOTION: That the Board of Education approve the commissioning services of SSRCx in the amount of $63,250.

9. Professional Testing Services - (Roll Call) 718

Three proposals were received for special inspection and testing services for the 2019 Addition and Remodeling Project. The scope of the work includes testing and inspections of all concrete, steel and masonry. The cost for the special inspection and testing services as prepared by GEOCON is for an amount not to exceed $30,000.

a. RECOMMENDED MOTION: That the Board of Education approve the testing

services of GEOCON in an amount not to exceed $30,000.

EXECUTIVE SESSION - only if needed and with the understanding that possible action could be taken on matters discussed in closed session.

RECOMMENDED MOTION TO MOVE TO CLOSED SESSION: That the Board of Education hold a Closed Session at [Time] for the purpose(s) of [1 - 15 below].

1. The appointment, employment, compensation, discipline, performance or dismissal of specific employees.
2. Collective negotiating matters.
3. The selection of a person to fill a public office.
4. Evidence or testimony presented in open hearing, or in closed hearing, where specifically authorized by law, to a quasi-adjudicative body.
5. The purchase or lease of real property.
6. The setting of a price for sale or lease of property.
7. The sale or purchase of securities, investments, or investment contracts.
8. Emergency security procedures.
9. Student discipline.
10. The placement of individual students in special education programs.
11. Litigation has been filed and is pending before a court or administrative tribunal.
12. Establishment of reserves or settlement of claims as provided by local government and governmental employees Tort Immunity Act.
13. Self-evaluation.
14. Discussion of minutes of meetings lawfully closed under Open Meetings Act (P.A. 88-621, effective 1-1-95).
15. Considering meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

ACTION AFTER RETURN TO OPEN SESSION:

1. <u>Administrative Staff Salary Increases - (Roll Call)</u>
   a. RECOMMENDED MOTION: That the Board of Education approve the compensation for administrative staff.
2. <u>Confidential Staff Salary Increases - (Roll Call)</u>
   a. RECOMMENDED MOTION: That the Board of Education approve the compensation for confidential staff.

ADJOURNMENT:

1. RECOMMENDED MOTION: That the Board of Education meeting be adjourned at [Time].

Community High School District 94

157 W. Washington St. – West Chicago, IL 60185

Good News of the District

April 16, 2019

WeGo Wildcats Special Olympics Club Wins Silver Medal At State Basketball Tournament

The WeGo Wildcats Special Olympics Club won the Silver Medal in the 7th Division at the Illinois Special Olympics Basketball Tournament held March 15-17, 2019 in Bloomington, Illinois. More than 1750 athletes competed in the tournament.

Team members are: Evelyn Alquisira, Mikael Arias, Jesus Jose Andrade, Devin Davis, Charles Dykema, Nathan Linhardt, Anthony Martin, Sean McComb, Nathan Robinette, Chrystal Valdez, and Micah Yates. The team is coached by Dick Doremus, Dirk Gunderson, and Assistant Coach Ray. Club President is Dave Hempe.

On Friday, playing against North East DuPage Special Recreation Association, the Wildcats won their first game with a score of 38-31.

Saturday the Wildcats played against Al Raby High School, a very good team, losing with a score of 57-42, earning the Silver Medal.

In addition, during the Tournament the referees select a player from each team who show true spirit and sportsmanship. Sean McComb received the award at Friday's game and Tony Martin received it Saturday.

Congratulations to these athletes!

CHS D94
Community High School District 94

Serving Carol Stream
Warrenville
West Chicago
Wheaton
Winfield

Douglas P. Domeracki, Ed. D.
Superintendent

David A. Blatchley
Director of Business Services

Gordon H. Cole
Director of Building Operations

Cheryl L. Moore
Director of Human Resources

District Administrative Center

157 W. Washington Street
West Chicago, IL, 60185

Phone: (630) 876-6200
Fax: (630) 876-6217
www.d94.org

Marcos Correa Named Student of the Month for March 2018-2019

West Chicago Community High School has selected Marcos Correa of West Chicago as Student of the Month for March, 2019. A senior, Marcos was chosen for outstanding leadership, scholarship, and being a caring member of the Wildcat community.

Marcos has been on High Honor Roll or Honor Roll every semester of his WCCHS high school career. He has earned a cumulative weighted GPA of 4.490, and was nominated to the United States Presidential Scholars in Career and Technical Education.

A very involved student, Marcos serves as a Student Ambassador. He is involved in Business Professionals of America, serving as Vice President at the school level, and serving as Vice President of the State Newsletter at the state level. Correa has qualified for BPA state competition twice, and is going to Nationals this year in his leadership role. In addition, he is involved with Student Council, Photo Club, WeGo Global, Pep Club and Tech Crew, as well as being a member of the Illinois Personal Finance Challenge team.

Outside of school, Marcos interns in the accounting department at a local company, and has been involved with Puente de Pueblo for two years.

When asked about his favorite high school memory, Correa recalls, "My favorite memory in high school was attending the State Leadership Conference for BPA my junior year. So the following year I ran for a state officer position. I became the Vice President of State Newsletter for BPA Illinois. It was a great experience being a state officer, I learned a lot of things, met amazing people, and I will travel to California this year through BPA which is exciting."

Correa has this advice for future Wildcats, "I would encourage everyone to take advantage of the opportunities that are out there. I was never prepared to be a featured presenter, state officer, compete at state, or have a job in accounting but I gave it a try, and it got me somewhere. It gave me the chance to meet new people and most importantly to feel confident about my abilities."

Marcos plans to attend University of Illinois Circle Campus (UIC) or Aurora University to study Finance, Accounting or Economics, hoping to have a successful business in the future.

The Board of Education of Community High School District 94 congratulates Marcos Correa on all of his accomplishments and wishes him the best of luck in future endeavors.

PRINTED ON RECYCLED PAPER

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Alexander Hey Named Academic Achiever for March 2018-2019

West Chicago Community High School has selected senior Alexander Hey of West Chicago as Academic Achiever for the month of March, 2019.

With a cumulative weighted grade point average of 5.49, Alex holds one of the top 10 GPAs among senior students at West Chicago Community High School. He received a Letter of Commendation from the National Merit Scholarship Corporation and he was named an AP Scholar with Distinction. Alex is an Illinois State Scholar, a member of the Foreign Language Honor Society, and has been on High Honor Roll every semester of his high school career.

A scholar athlete, Alex is the captain of the football team, and also plays basketball, lacrosse and runs track. He is the Vice President of Student Council, is on the LifeSmarts National qualifying team, and is a member of Horticulture Club and Science Club. He also participated in the VFW's Voice of Democracy audio essay contest.

When asked what he is most proud of in his achievements, Alex says, "My GPA and test scores make me most proud because it shows that it's possible to balance your time."

Alex shares the strategies he uses to balance his time: "Get your stuff done right away. Don't waste time. I buckled down when I needed to, then after I'd always have time for fun."

Alex has this advice for future WCCHS students, "Apply and challenge yourself. Get involved in sports and clubs, because there's no other time that you'll get an opportunity like this."

Alex plans to major in Zoology or Wildlife Biology at Colorado State University, Hawaii Pacific University, or University of Southern California. He wants to work in animal conservation or as an exotic animal veterinarian.

The Board of Education of Community High School District 94 congratulates Alexander Hey on all of his accomplishments and wishes him the best of luck in future endeavors.

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COMMUNITY HIGH SCHOOL DISTRICT 94
West Chicago, Illinois

RESOLUTION

WHEREAS **Ruben Campos** has served Community High School District 94 as a member of the Board of Education since April, 2007; and

WHEREAS **Ruben Campos** has served as Secretary to the Board of Education; and

WHEREAS **Ruben Campos** has served on the following Committees; Finance, Wellness, Facilities, Discipline, Community Outreach, Supervision, Personnel, Communications, Alternate Representative to the School Association for Special Education in DuPage County; and

WHEREAS **Ruben Campos** has advocated for Community High School as a member of the Board; and

WHEREAS **Ruben Campos** has been generous with his time and talent in the implementation of a variety of District initiatives; and

WHEREAS **Ruben Campos** has served District 94 these twelve years faithfully, energetically, consistently and resourcefully;

NOW, THEREFORE BE IT RESOLVED, that the District 94 Board of Education recognize **Ruben Campos** for his dedication and service to the Community and School as a member of the Board of Education these last twelve years.

Signed this 16th day of April, 2019, at West Chicago, Illinois.

_____ _____

Gary Saake, President Renee Yackey, Secretary

_____ _____

Rich Nagel, Board Member Lauren Scanlan, Board Member

COMMUNITY HIGH SCHOOL DISTRICT 94
West Chicago, Illinois

RESOLUTION

WHEREAS **Katherine Doremus** has served Community High School District 94 as a member of the Board of Education since April, 2007; and

WHEREAS **Katherine Doremus** has served as President to the Board of Education; and

WHEREAS **Katherine Doremus** has served as Vice President to the Board of Education; and

WHEREAS **Katherine Doremus** has served on the following Committees; Representative to the School Association for Special Education in DuPage County, Education, Personnel, Finance, West Chicago Council of Governments, Business/Community Education Partnership, Intergovernmental, Human Resources; and

WHEREAS **Katherine Doremus** has advocated for Community High School as a member of the Board; and

WHEREAS **Katherine Doremus** has been generous with her time and talent in the implementation of a variety of District initiatives; and

WHEREAS **Katherine Doremus** has served District 94 these twelve years faithfully, energetically, consistently and resourcefully;

NOW, THEREFORE BE IT RESOLVED, that the District 94 Board of Education recognize **Katherine Doremus** for her dedication and service to the Community and School as a member of the Board of Education these last twelve years.

Signed this 16th day of April, 2019, at West Chicago, Illinois.

_____	_____
Gary Saake, President	Renee Yackey, Secretary
_____	_____
Rich Nagel, Board Member	Lauren Scanlan, Board Member

COMMUNITY HIGH SCHOOL DISTRICT 94
West Chicago, Illinois

RESOLUTION

WHEREAS **Kevin Kotche** has served Community High School District 94 as a member of the Board of Education since September, 2010; and

WHEREAS **Kevin Kotche** has served as Treasurer to the Board of Education; and

WHEREAS **Kevin Kotche** has served on the following Committees; Finance, Negotiations, Boosters, Contract Review, Supervision, Technology, Communications, Alternative Representative to the School Association for Special Education in DuPage County; and

WHEREAS **Kevin Kotche** has advocated for Community High School as a member of the Board; and

WHEREAS **Kevin Kotche** has been generous with his time and talent in the implementation of a variety of District initiatives; and

WHEREAS **Kevin Kotche** has served District 94 these nine years faithfully, energetically, consistently and resourcefully;

NOW, THEREFORE BE IT RESOLVED, that the District 94 Board of Education recognize **Kevin Kotche** for his dedication and service to the Community and School as a member of the Board of Education these last nine years.

Signed this 16th day of April, 2019, at West Chicago, Illinois.

_____ _____

Gary Saake, President Renee Yackey, Secretary

_____ _____

Rich Nagel, Board Member Lauren Scanlan, Board Member

COMMUNITY high school DISTRICT 94

Cheryl Glunt <cglunt@d94.org>

Fwd: SmartProcure FOIA Request to West Chicago Community High School District No. 94 for PO/Vendor Information

Received March 25, 2019
Response Due April 1, 2019

1 message

Cheryl Moore <cmoore@d94.org> Mon, Mar 25, 2019 at 6:11 AM
To: Cheryl Glunt <cglunt@d94.org>, Chris Olsen <colsen@d94.org>

---------- Forwarded message ---------
From: <bsimpson@smartprocure.com>
Date: Mon, Mar 25, 2019 at 3:09 AM
Subject: SmartProcure FOIA Request to West Chicago Community High School District No. 94 for PO/Vendor Information
To: <cmoore@d94.org>

Dear Cheryl or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the West Chicago Community High School District No. 94 for any and all purchasing records from 2018-12-19 (yyyy-mm-dd) 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

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:
http://upload.smartprocure.com/?st=IL&org=WestChicagoCommunityHighSchoolDistrictNo94

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Bethany Simpson
Data Acquisition Specialist
SmartProcure
Email: bsimpson@smartprocure.com
Direct Line: 954-420-9900 ext: 684

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Cheryl Moore
Director of Human Resources
Community HSD94

COMMUNITY high school DISTRICT 94

Cheryl Glunt <cglunt@d94.org>

Fwd: 3.26.2019 FOIA request from NBC5 Chicago for story on school storm shelters

1 message

Cheryl Moore <cmoore@d94.org> Tue, Mar 26, 2019 at 12:25 PM
To: Cheryl Glunt <cglunt@d94.org>

Received 3/26/2019
Response Due 4/2/2019

---------- Forwarded message ---------
From: **Deloian, Olivia (NBCUniversal)** <Olivia.Deloian@nbcuni.com>
Date: Tue, Mar 26, 2019 at 12:22 PM
Subject: 3.26.2019 FOIA request from NBC5 Chicago for story on school storm shelters
To: FOIA@d94.org <FOIA@d94.org>

454 North Columbus Drive

Chicago, IL 60611-5555

312-836-5555

A Division of National Broadcasting Company, Inc.

www.nbcchicago.com

5 NBC CHICAGO

March 26, 2019

David Blatchley

Director of Human Resources and FOIA Officer

Community High School District 94

157 West Washington Street

West Chicago, IL 60185-2802

Sent via e-mail to FOIA@d94.org

Dear Mr. Blatchley:

This is a request under the Illinois Freedom of Information Act. I am making this request of more than 350 public school districts in twelve Illinois counties in the greater Chicago area, including Community High School District 94, for a news story we are working on at NBC5 about school tornado preparedness.

Please provide me with documents showing which school buildings in your district each have a storm shelter that meets the minimum requirements of the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) [published jointly by the International Code Council and the National Storm Shelter Association and available at https://codes.iccsafe.org/content/ICC5002014?site_type=public], including the location of each shelter relative to its assigned school building.

For those school buildings in Community High School District 94 that do not have a storm shelter that meets the minimum requirements described above, please provide me with documents showing how and where the children in each of those school buildings are to be sheltered, in case of a tornado emergency, including the location of each shelter relative to its assigned school building.

Please send all material to me at olivia.deloian@nbcchicago. If for some reason you cannot send these records electronically, please contact me so that I can make other arrangements to get these documents from you. And if there is any way at all that I can help you gather this material, I would be most happy to do so.

Because these records are in the public interest, I ask that you waive any reproduction fee. And if you deny this request, please tell me on what grounds, and to whom I should appeal.

If you have any questions concerning this request or need any additional information, please don't hesitate to contact me. Thank you so much for your time and consideration in this matter.

Sincerely,

Olivia Deloian

Researcher, NBC5 Investigates

This message and any attachment thereto is for the sole use of the intended recipient(s), and is covered by the Electronic Communications Privacy Act (18 USC 2510 et seq). It may contain information that is confidential and legally privileged within the meaning of applicable law. If you are not the intended recipient, please immediately alert the sender by reply e-mail, permanently remove this message and any attachments thereto from your system, and destroy any hard copies thereof; do not disclose the contents or take any action in reliance upon the information contained in this message or any attachments. If you have any doubt as to the authenticity of this message or any attachment thereto, please contact the sender immediately. Any copying, disclosure, distribution or other action taken or omitted to be taken with respect to an erroneously received or inauthentic message or attachment is prohibited. Communications sent or received by Community High School District 94 may be subject to inspection, copying, and disclosure under the Illinois Freedom of Information Act (FOIA).

--

Cheryl Moore
Director of Human Resources

WEST CHICAGO COMMUNITY HIGH SCHOOL DISTRICT 94 April 3, 2019

MEMORANDUM

TO: Dr. Domeracki

FROM: M. Cheng

RE: **STUDENT ATTENDANCE – MARCH 2019**

MARCH	2014/15	2015/16	2016/17	2017/18	2018/19
Average Daily Enrollment:	1922.47	1995.69	2046.88	2077.20	2008.50
Average Daily Attendance:	1818.21	1896.44	1919.59	1957.57	1912.07
Percent Attendance:	94.58	95.03	93.78	94.38	95.20

Students Added	2
Students Dropped	2

Percent Attendance for Previous Months:	
December 2018	95.52
January 2019	94.06
February 2019	94.92

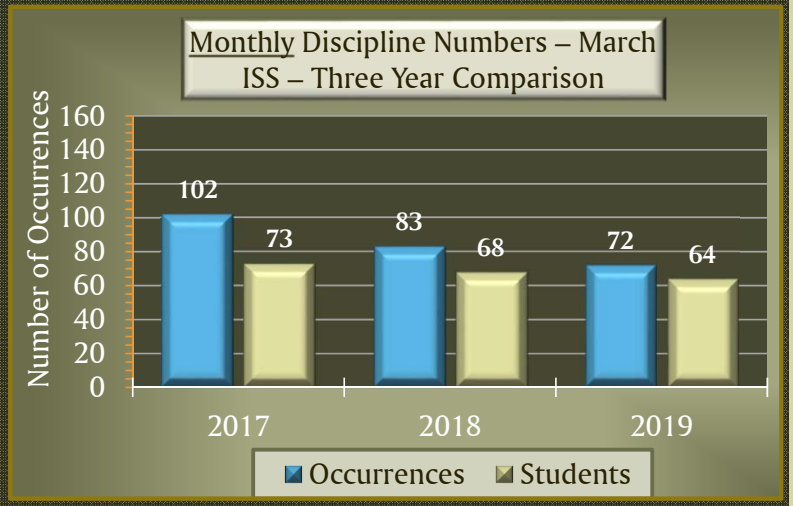
MC/hn

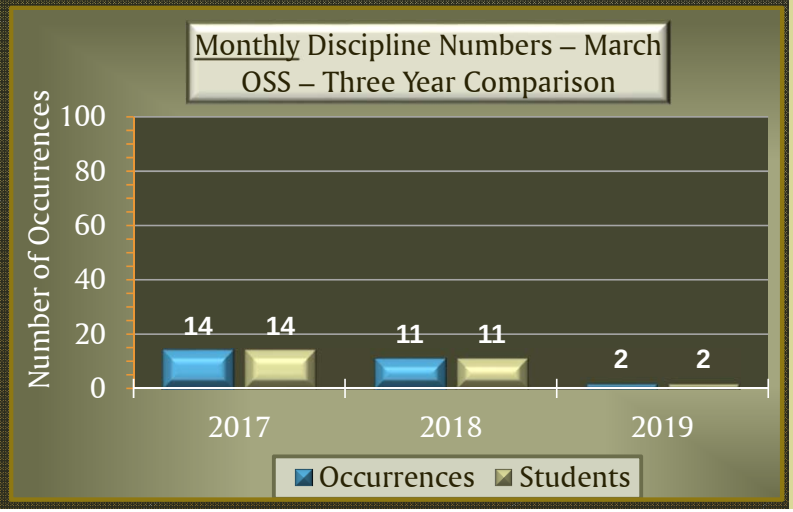
Monthly Discipline Report – March 2019

Monthly Discipline Report for March

REASON FOR SUSPENSION	Monthly Discipline Numbers - March					
IN SCHOOL SUSPENSION - ISS	2017 OCC	2018 OCC	2019 OCC	2017 STD	2018 STD	2019 STD
DISOBEDIENCE/DISRESPECT	9	3	2	8	3	2
DISOBEDIENCE/TARDY	25	24	15	15	16	12
DISOBEDIENCE/TRUANCY	33	24	22	24	22	20
ELECTRONIC DEVICE/VAPING	0	0	4	0	0	4
SATURDAY SCHOOL	34	32	29	25	27	26
OTHER	1	0	0	1	0	0
MONTHLY TOTAL ISS SUSPENSIONS	102	83	72	73	68	64

OUT OF SCHOOL SUSPENSION - OSS	2017 OCC	2018 OCC	2019 OCC	2017 STD	2018 STD	2019 STD
DISOBEDIENCE/DISRESPECT	3	3	1	3	3	1
DISOBEDIENCE/TARDY	0	0	0	0	0	0
DISOBEDIENCE/TRUANCY	0	0	0	0	0	0
ELECTRONIC DEVICE	0	0	0	0	0	0
FIGHTING	8	5	0	8	5	0
GANG REPRESENTATION/WEAPONS	0	0	0	0	0	0
ILLEGAL ACT/U.I. ALCOHOL	1	0	0	1	0	0
ILLEGAL ACT/U.I. MARIJUANA	0	3	1	0	3	1
SATURDAY SCHOOL	0	0	0	0	0	0
THEFT	0	0	0	0	0	0
OTHER	2	0	0	2	0	0
MONTHLY TOTAL 0SS SUSPENSIONS - OSS	14	11	2	14	11	2



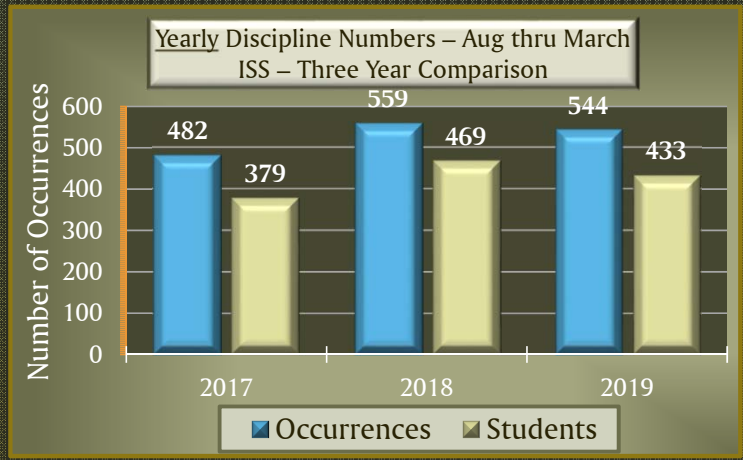


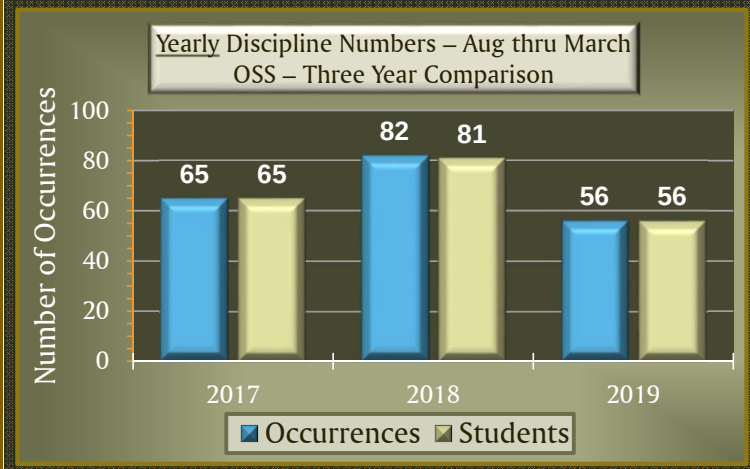
Yearly Discipline Report – Aug thru March *Yrs 17/18/19

Yearly Discipline Report for August thru March

REASON FOR SUSPENSION	Yearly Discipline Numbers - August thru March					
	2017	2018	2019	2017	2018	2019
IN SCHOOL SUSPENSION - ISS	OCC	OCC	OCC	STD	STD	STD
DISOBEDIENCE/DISRESPECT	61	29	33	50	26	25
DISOBEDIENCE/TARDY	109	197	106	76	156	79
DISOBEDIENCE/TRUANCY	200	201	239	160	172	194
ELECTRONIC DEVICE/VAPING	1	0	19	1	0	19
SATURDAY SCHOOL	108	119	136	89	104	105
OTHER	3	13	11	3	11	11
MONTHLY TOTAL ISS SUSPENSIONS	482	559	544	379	469	433

OUT OF SCHOOL SUSPENSION - OSS	2017 OCC	2018 OCC	2019 OCC	2017 STD	2018 STD	2019 STD
DISOBEDIENCE/DISRESPECT	14	28	15	14	28	15
DISOBEDIENCE/TARDY	0	0	0	0	0	0
DISOBEDIENCE/TRUANCY	1	0	0	1	0	0
ELECTRONIC DEVICE	0	0	0	0	0	0
FIGHTING	24	27	20	24	26	20
GANG REPRESENTATION/WEAPONS	1	8	7	1	8	7
ILLEGAL ACT/U.I. ALCOHOL	5	1	0	5	1	0
ILLEGAL ACT/U.I. MARIJUANA	16	13	11	16	13	11
SATURDAY SCHOOL	0	0	1	0	0	1
THEFT	0	2	0	0	2	0
OTHER	4	3	2	4	3	2
MONTHLY TOTAL 0SS SUSPENSIONS - OSS	65	82	56	65	81	56





*Student totals by year contain duplicates between months. August to June Graphs are adjusted at EOY to remove duplicates.

Community High School District 94

West Chicago Community High School
326 Joliet Street
West Chicago, IL 60185
Counseling Conference Room
Education/Programs Committee Meeting
April 3, 2019
5:30 PM

Agenda

Committee Members:
Katherine Doremus, Board Vice President
Lauren Scanlan, Board Member
Renee Yackey, Board Secretary
Moses Cheng, Principal
Douglas Domeracki, Superintendent, Ex Officio
Gary Saake, Board President, Ex Officio

1. Roll Call
2. Public Comment
3. Discussion of On-site vs. Off-site Transition Programming
4. Pending Educational Bills
5. Adjournment

Community High School District 94
West Chicago, IL 60185
Education/Programs Committee Meeting - Minutes

April 3, 2019 – 5:30 p.m.

Counseling Conference Room
West Chicago Community High School
326 Joliet Street, West Chicago, IL 60185

Minutes of the Education/Programs Committee Meeting held on April 3, 2019 at 5:30 p.m. at West Chicago Community High School – Counseling Conference Room.

1. Roll Call: Meeting was called to order at 5:30 p.m.
   Members Present – Kathe Doremus, Renee Yackey, Lauren Scanlan, Gary Saake (Ex Officio), Doug Domeracki (Ex Officio), Moses Cheng

   Others Present – Katie Sullivan, Sandy Pampuch

2. Public comment: None

3. Discussion of on-site vs. off-site transition programming:
   Doug Domeracki provided an overview of how the discussion of looking at an off-site program for the Transition Program began. The discussion began at the Finance Committee and Dr. Domeracki indicated that the Education Committee has a few options for transition programming to review – moving the program to SASED, Mid-Valley, or ChanceLight, or keeping the program at WCCHS. Dr. Domeracki believed that the ChanceLight program is off the table due to the high cost the district would incur to send students there.

   Kathe Doremus provided insight into the discussion that occurred 10 years ago when the District was looking into the development of a Transition program for post-high school students. Ms. Doremus shared that the district looked into the development of an off-site program and that considering the needs of the students was an important factor in deciding where the program was going to be developed. Ms. Doremus indicated that as the district moves forwarding in examining whether the Transition Program should be moved off-site, we ought to remember that "best practices" means a multitude of things rather than a set model because it's about the needs of the students.

   There was discussion about the how the current Transition program operates and the number of students in the program. The average number of students that the Transition program is at 15 students with a majority of the students staying in the Transition program for about 2 years. Questions were asked about whether the current Transition program has looked into partnering with other community agencies such as WDRSA to provide some off-site experiences. Katie Sullivan indicated that she along with the other teachers and staff in the Transition program have looked into and arranged for opportunities with WDSRA and other community agencies.

   Ms. Doremus asked Ms. Sullivan what currently is needed most in the Transition program – what's missing? Ms. Sullivan indicated that almost every high school in the area has an off-site program but that off-site program is located within the community. Dr. Domeracki indicated that developing an off-site program would not be financially prudent for the district.

   Dr. Domeracki summarized the next steps in this discussion. Those steps are to study it, get the new administrators into the discussion, identify options, and identify shortcomings.

4. Pending educational bills:
   Dr. Domeracki provided a brief descriptive overview of some pending legislation. The bills that were reviewed were House Bills 190, 208, 246, 247, 822, 922, 1561, 2056, 2165, 2170, 2234, 2802, 2868, 2932, 3086, 3304 and Senate Bills 117, 1249, 1569, 1601, 1694, 2046.

5. Adjournment: Gary Saake moved to adjourn. Renee Yackey seconded the motion. The meeting was adjourned by unanimous voice vote at 6:42 p.m.

HB18 SCH CD-CHARACTER EDUCATION *(FLOWERS M)*

Amends the School Code. Requires the instruction on character education to include the teaching of respect toward a person's race or ethnicity or gender. With regard to the State Board of Education's school report card, requires data collected on curriculum information to include information on a school's instruction on character education.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB35 GROW YOUR OWN TEACHER *(MAYFIELD R)*

Amends the Grow Your Own Teacher Education Act. Makes changes to the definitions of "cohort", "eligible school", and "hard-to-staff school", and defines "dual credit course". Provides that Grown Your Own Illinois (rather than the Board of Higher Education) shall administer the Grow Your Own Teacher Education Initiative as a grant competition to fund consortia that will carry out Grow Your Own Teacher preparation programs. In provisions concerning selection of grantees, provides that the Board of Higher Education shall, subject to appropriation, allocate funds to Grow Your Own Illinois for the purpose of administering the program and awarding grants under the Act (rather than requiring the Board of Higher Education to award grants under the Act). Removes the language providing that the consortium shall consider whether a candidate has experienced an interruption in his or her college education when recruiting potential candidates for the program. Provides that, subject to the requirements under the Dual Credit Quality Act, an institution of higher education may offer a high school student a dual credit course under the program. Provides that the Board of Higher Education may not adopt rules regarding candidate eligibility that are more restrictive than those in the Act. Makes conforming changes. Effective immediately.

CURRENT STATUS

3/20/2019 - Referred to Senate Assignments

HB160 CANNABIS-ENROLLED STUDENT *(FLOWERS M)*

House Committee Amendment No. 1 - Replaces everything after the enacting clause. Amends the Cannabis Control Act. Provides that the enhanced penalties for delivering cannabis in a school or on school property does not apply to a violation that occurs in or on the grounds of a building that is designated as a school but is no longer operational or active as a school, including a building that is temporarily or permanently closed by a unit of local government. Effective immediately.

CURRENT STATUS

3/28/2019 - Third Reading - Short Debate - Passed 061-049-000

HB190 SCH CD-ACADEMIC SUPPORT *(FORD L)*

Amends the School Code. Provides that, beginning with the 2019-2020 school year, a school board shall require its schools to connect at-risk students in need of academic support to either community-based or in-school academic support; defines "at-risk student". Provides that each school district shall inform the parent or guardian of an at-risk student about the community-based or in-school academic support available in that school district or the community in which the school district is located. Effective immediately.

CURRENT STATUS

4/1/2019 - Added Co-Sponsor Rep. Barbara Hernandez

HB205 SCH MENTAL HEALTH INSTRUCTION *(CONROY D)*

Amends the Critical Health Problems and Comprehensive Health Education Act to require the instruction on mental health and illness to evaluate the multiple dimensions of health by reviewing the relationship between physical and mental health so as to enhance student understanding, attitudes, and behaviors that promote health, well-being, and human dignity.

CURRENT STATUS

3/20/2019 - Referred to Senate Assignments

HB208 SCH CD-CANNABIS INSTRUCTION *(FLOWERS M)*

Amends the School Code. Provides that beginning with the 2019-2020 school year, in every public school maintaining any of grades kindergarten through 12, there shall be instruction, study, and discussion on the side effects of cannabis when the use of cannabis is not authorized by the Compassionate Use of Medical Cannabis Pilot Program Act. Provides that each school board must develop and integrate a test on the use and side effects of cannabis into the instruction and require passage of the test by each student. Amends the State Mandates Act to require implementation without reimbursement by the State. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB246 SCH CD-HISTORY-LGBT *(MOELLER A)*

Amends the School Code. With regard to the textbook block grant program, provides that the textbooks authorized to be purchased must include the roles and contributions of all people protected under the Illinois Human Rights Act and must be non-discriminatory as to any of the characteristics under the Act. Provides that textbooks purchased with grant funds must be non-discriminatory. Provides that in public schools only, the teaching of history of the United States shall include a study of the roles and contributions of lesbian, gay, bisexual, and transgender people in the history of this country and this State. Effective July 1, 2020.

CURRENT STATUS

3/29/2019 - Added as Alternate Co-Sponsor Sen. Melinda Bush

HB247 SCH CD-DAILY PUPIL ATTENDANCE *(CRESPO F)*

Amends the School Code. Provides that for a pupil of legal school age and in kindergarten or any of grades 1 through 12, a day of attendance shall be counted only for sessions of not less than 5 clock hours of school work per day under direct supervision of (i) teachers or (ii) non-teaching personnel or volunteer personnel when engaging in non-teaching duties and supervising in instances specified under the Code; provides for exceptions. Makes conforming changes, including in the Vocational Academies Act.

CURRENT STATUS

3/29/2019 - House Floor Amendment No. 1 Recommends Be Adopted Elementary & Secondary Education: School Curriculum & Policies Committee; 012-004-000

HB253 EDU LABOR ACT-EMPLOYEE DEFN *(GUZZARDI W)*

Amends the Illinois Educational Labor Relations Act. Provides that the term "student" within the definition of "educational employee" or "employee" as used in the Act excludes (rather than includes) graduate students who are research assistants primarily performing duties that involve research, graduate assistants primarily performing duties that are pre-professional, graduate students who are teaching assistants primarily performing duties that involve the delivery and support of instruction, or any other graduate assistants. Effective immediately.

CURRENT STATUS

3/28/2019 - Third Reading - Short Debate - Passed 072-037-000

HB254 SCH CD-CLASS SIZE GOALS *(GUZZARDI W)*

Amends the School Code. Provides that, no later than day 60 of instruction in each school year, a school board shall report to the State Board of Education for kindergarten through grade 12 classes certain information about actively employed teachers, pupil-teacher ratios, class instructors, and class sections; defines terms. Requires

the State Board of Education to publish the information contained in the reports on its Internet website no later than December 1, 2020 and annually thereafter. Sets forth class size goals to be achieved by the 2021-2022 school year.

CURRENT STATUS

4/1/2019 - House Committee Amendment No. 1 State Mandates Fiscal Note Requested as Amended by Rep. Tom Demmer

HB256 SCH CD-STUDENT TEACHER-VIDEO *(GUZZARDI W)*

Amends the Educator Licensure Article of School Code. Provides that, beginning with the 2019-2020 school year, in order to obtain a license under the Article, a student teacher candidate may not be required to videotape himself or herself or his or her students in a classroom setting. Effective immediately.

CURRENT STATUS

4/1/2019 - Added Co-Sponsor Rep. Yehiel M. Kalish

HB350 PEN CD-EMPLOYER CONTRIBUTIONS *(WILLIS K)*

Amends the Downstate Teachers and State Universities Articles of the Illinois Pension Code. Requires an employer to make an additional employer contribution for a participant whose earnings for any academic year used to determine the final rate of earnings exceed the amount of his or her earnings with the same employer for the previous academic year by more than 6% (instead of 3%). Makes conforming changes. Effective immediately.

CURRENT STATUS

3/29/2019 - House Bills on Third Reading

HB434 EDUCATION-TECH *(MADIGAN M)*

Amends the P-20 Longitudinal Education Data System Act. Makes a technical change in a Section concerning the short title.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate **

HB436 EDUCATION-TECH *(MADIGAN M)*

Amends the School Code. Makes a technical change in a Section concerning the School Code's construction.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate **

HB817 SCH CD-COMPUTER SCIENCE ED *(WELCH E)*

Amends the School Code. Defines "computer science education". Requires the State Board of Education to establish an Office of Computer Science Education and to select an Executive Director for that Office. Requires the Executive Director to work with a team of professionals assigned to the Office and with a variety of stakeholder groups toward ensuring that every student in kindergarten through grade 12 in this State is afforded an equal and equitable opportunity to obtain a world-class computer science education. Provides that from the amounts appropriated for its annual budget, the State Board must provide funding for computer science education that must be used exclusively for teacher salaries, ongoing professional development for teachers, and technology needed specifically for facilitating computer science education. With regard to the State Board's school report cards, provides that the curriculum information data must include data on computer science courses, which must be disaggregated by every student subgroup identity recognized by the State Board, including race, gender identity, and free or reduced-price lunch program eligibility. Requires the report cards to also include data on the amount of money allocated annually for computer science education. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB822 UNDESIGNATED GLUCAGON-SCHOOLS *(HALPIN M)*

Amends the Care of Students with Diabetes Act. Provides that a school may maintain a supply of glucagon medication in any secure location that is accessible before, during, or after school where a student is most at risk, including, but not limited to, a classroom or the nurse's office; defines "glucagon medication" and "undesignated glucagon medication". Provides that a physician, a physician assistant who has prescriptive authority, or an advanced practice registered nurse who has prescriptive authority may prescribe undesignated glucagon medication in the name of the school to be maintained for use when necessary. Allows a delegated care aide to carry undesignated glucagon medication. Provides that within 24 hours after the administration of undesignated glucagon medication, a school must notify the school nurse and the student's parent or guardian or emergency contact, if known, and health care provider of its use. Effective immediately.

House Committee Amendment No. 1 - Removes the definition of "glucagon medication". Changes the definition of "undesignated glucagon medication" to "undesignated glucagon"; makes conforming changes. Removes a provision allowing a delegated care aide to carry undesignated glucagon on his or her person while in school or at a school-sponsored activity. Allows a school to maintain a supply of glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide (rather than in any secure location that is accessible before, during, or after school where a student is most at risk). Provides that a school nurse or delegated care aide may administer undesignated glucagon if he or she is authorized to administer the

undesignated glucagon through a student's diabetes care plan and if the student's prescribed glucagon is not available on-site or has expired. Provides that immediately (rather than within 24 hours) after the administration of undesignated glucagon, a school must notify the school nurse (unless the school nurse was the one administering it) and the student's parent or guardian or emergency contact, if known, and health care provider of its use.

CURRENT STATUS

3/20/2019 - Referred to Senate Assignments

HB921 SCH CD-ED SUPPORT PERSONNEL *(STUART K)*

Amends the School Code. Provides that if an educational support personnel employee is removed or dismissed as a result of a decision of the school board to decrease the number of educational support personnel employed by the board or to discontinue some particular type of educational support service and he or she accepts the tender of a vacancy within one calendar year from the beginning of the following school term, then that employee shall maintain any rights accrued during his or her previous service with the school district. Effective immediately.

CURRENT STATUS

3/20/2019 - Referred to Senate Assignments

HB922 SCHCD-FEMININE HYGIENE PRODUCT *(CHAPA LAVIA L)*

Amends the School Code. Provides that a school district shall make feminine hygiene products available, at no cost to students, in each bathroom of every school building (rather than in bathrooms of school buildings). Effective immediately.

CURRENT STATUS

3/29/2019 - House Bills on Third Reading

HB1472 PEN CD-DOWNST TEACHER-SHORTAGE *(DAVIDSMEYER C)*

Amends the Downstate Teacher Article of the Illinois Pension Code. In the provision defining "eligible employment" for the purpose of allowing a teacher to return to teaching in subject shortage areas without impairing his or her retirement status or retirement annuity, changes the ending date of the employment from no later than June 30, 2019 to no later than June 30, 2021. Provides that any benefit increase that results from the amendatory Act is excluded from the definition of "new benefit increase". Amends the State Mandates Act to require implementation without reimbursement by the State. Effective immediately.

CURRENT STATUS

3/26/2019 - Referred to Senate Assignments

HB1475 SEIZURE SMART SCHOOL ACT *(BRYANT T)*

House Committee Amendment No. 3 - Replaces everything after the enacting clause. Reinserts the provisions of the introduced bill with the following changes. Makes a change to the legislative findings. Changes the definition of "delegated care aide" to mean a school employee or paraprofessional who has agreed to receive training in epilepsy and assist a student in implementing his or her seizure action plan and who has entered into an agreement with a parent or guardian of that student. Limits the definition of "school employee" to include, among other persons, a person who is employed by a school district or school as a principal, administrator, guidance counselor, or teacher. Provides that the training of a delegated care aide shall include consultation with the student's parent or guardian and may include consultation with an epilepsy educator approved by the Epilepsy Foundation of America and training for school employees must be provided annually through approximately one hour of self-study review approved by the Epilepsy Foundation of America or by an epilepsy educator approved by the Epilepsy Foundation of America (rather than requiring training for school employees and delegated care aides to be provided by a trained health care provider with an expertise in epilepsy). Removes a provision requiring the principal of a school to coordinate the training of all delegated care aides. Provides that, if applicable, a seizure action plan (rather than an information sheet) must be provided to any school employee who transports a student with epilepsy to a school-sponsored activity; makes a conforming change. Requires a school employee to be in compliance with the training provisions of the Act in order to have immunity. Adds an effective date of July 1, 2020.

CURRENT STATUS

3/29/2019 - House Bills on Third Reading

HB1559 SCH CD-MEDIA LITERACY *(HERNANDEZ E)*

Amends the School Code. Provides that, beginning with the 2019-2020 school year, every public high school may include in its curriculum a unit of instruction on media literacy; defines "media literacy". Provides requirements for the unit of instruction. Provides that the State Superintendent of Education may prepare and make available to school boards instructional materials that may be used as guidelines for the unit of instruction. Effective immediately.

CURRENT STATUS

3/28/2019 - Added as Alternate Chief Co-Sponsor Sen. Iris Y. Martinez

HB1561 SCH THREAT ASSESSMENT PROTOCOL *(CRESPO F)*

Amends the School Safety Drill Act. Requires all school boards of school districts to develop threat assessment protocols and to create threat assessment teams. Provides that the threat assessment team shall include specified personnel and other members. Provides that a threat assessment protocol adopted by the school board shall be a public document and be posted on the school district's website. Provides that a school board shall create the threat assessment team within 30 days after the effective date of the amendatory Act and adopt an initial threat assessment protocol within 90 days after the effective date of the amendatory Act. Provides that a school district may share information concerning a clear and present danger with another school district and creates a conforming exemption in the Illinois School Student Records Act. Creates exemptions for the work of the threat assessment team in the Open Meetings Act and the Freedom of Information Act. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2056 SCH CD-EDUCATOR LICENSE-TEST *(PARKHURST L)*

House Committee Amendment No. 1 - Replaces everything after the enacting clause. Reinserts the provisions of the introduced bill with the following change: Restores current law prohibiting an institution of higher learning from requiring an applicant to complete the test of basic skills prior to the semester before student teaching or prior to the semester before starting the final semester of an internship (rather than prior to completing a semester of student teaching or of an internship). Effective immediately.

CURRENT STATUS

4/1/2019 - House Floor Amendment No. 2 Referred to Rules Committee

HB2078 SCH CD-MINIMUM TEACHER SALARY *(STUART K)*

Amends the School Code. Provides that in fixing the salaries of teachers, a school board shall pay those who serve on a full-time basis a rate not less than (i) $32,076 for the 2020-2021 school year, (ii) $34,576 for the 2021-2022 school year, (iii) $37,076 for the 2022-2023 school year, and (iv) $40,000 for the 2023-2024 school year. Provides that the minimum salary rate for each school year thereafter, subject to review by the General Assembly, shall equal the minimum salary rate for the previous school year increased by a percentage equal to the percentage increase, if any, in the Consumer Price Index For All Urban Consumers for all items published by the United States Department of Labor for the previous school year.

CURRENT STATUS

3/29/2019 - House Bills on Third Reading

HB2084 SAFE SCHOOLS/HEALTHY LEARNING *(WELCH E)*

Amends the School Code. With respect to school discipline improvement plans, makes changes to how the State Board of Education determines the top 20% of school districts, when notification is given that a plan must be submitted, which school districts are required to submit a plan, the timeframe for school board approval of a plan and submission of that plan to the State Board, and when additional annual progress reports are required. Establishes the Safe Schools and Healthy Learning Environments Grant Program and grants under the program. Sets forth requirements for grant applicants and provisions for the distribution of funds appropriated for the program. Requires the State Board of Education to issue a yearly report on the results of the program in cooperation with school districts participating in the program. Provides that the State Board may adopt any rules necessary for the program. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2087 SCH CD-VIRTUAL DRIVER ED *(CARROLL J)*

Amends the School Code. Provides that a school district's decision to allow a student to take a portion of a driver education course through a distance learning program must be determined on a case-by-case basis and must be approved by the student's driver education teacher and the student's parent or guardian; defines "distance learning program". Provides that under no circumstances may the student take the entire driver education course through a distance learning program. Effective immediately.

CURRENT STATUS

3/29/2019 - House Floor Amendment No. 1 Recommends Be Adopted Elementary & Secondary Education: School Curriculum & Policies Committee; 019-000-000

HB2100 CHARTER SCH COMMISSION-ABOLISH *(WELCH E)*

Amends the State Finance Act and the Charter Schools Law of the School Code. Provides that on July 1, 2020, the State Charter School Commission is abolished and the terms of all members end. Provides that all of the powers, duties, assets, liabilities, contracts, property, records, and pending business of the Commission are transferred to the State Board of Education on that date. Provides for transfer of authorization to a local school board or boards. Makes related changes. Removes the appeal process, and provides that final decisions of a local school board are subject to judicial review under the Administrative Review Law.

CURRENT STATUS

3/29/2019 - House Floor Amendment No. 2 Recommends Be Adopted Elementary & Secondary Education: Administration, Licensing & Charter School; 005-003-000

HB2124 OPEN MEETINGS ACT-EXCEPTIONS *(WELCH E)*

Amends the Open Meetings Act. Provides that a public body may hold a closed meeting to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific independent contractors, or specific volunteers (currently, only specific employees) of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, independent contractor, or volunteer of the public body or against legal counsel for the public body to determine its validity. Effective immediately.

House Floor Amendment No. 1 - Provides that a public body may hold a closed meeting to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors (currently, specific independent contractors), or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor (currently, independent contractor), or a volunteer of the public body or against legal counsel for the public body to determine its validity.

CURRENT STATUS

3/28/2019 - Third Reading - Short Debate - Passed 101-003-000

HB2165 SCH CD-REQUIRED COURSE-MATH *(MURPHY M)*

Amends the School Code. With regard to required high school courses as a prerequisite to receiving a high school diploma, removes a provision specifying that the 3 years of mathematics must include one year of Algebra I and one year that includes geometry content and may include one year of an Advanced Placement computer science course; makes a conforming change.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2170 SCH CD-SEAL OF BILITERACY *(CHAPA LAVIA L)*

Amends the School Code. With regard to the State Seal of Biliteracy program, provides that if the State Board of Education establishes criteria that includes the use of the Evidence-Based Reading and Writing section of the SAT college admissions test as an acceptable English language proficiency assessment to demonstrate English language proficiency, the minimum qualifying score for eligibility to receive the State Seal of Biliteracy must be 480. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2177 SCH CD-DIPLOMA-MILITARY-KIA *(UNES M)*

Amends the School Code. Provides that, upon request, the school board of a school district that maintains grades 10 through 12 may posthumously award a diploma to any service member who was killed in action while performing active military duty in the armed forces of the United States if he or she: (1) resided in an area currently within the district; (2) left high school before graduating to serve in the armed forces of the United States; and (3) did not receive a high school diploma. Effective immediately.

CURRENT STATUS

3/27/2019 - Referred to Senate Assignments

HB2188 SCH CD-HEALTH EXAM-MENTAL HIST *(MANLEY N)*

Amends the School Code. With regard to the required health examination, provides that the social and emotional screening must include questions on a child's medical history that pertain to the mental health issues of his or her family and any other matter that could impact the child's future mental health. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2209 PROP TX-TIF INFO ON BILL *(YINGLING S)*

Amends the Property Tax Code. Provides that each tax bill shall contain a list of each tax increment financing (TIF) district in which the property is located and the dollar amount of tax due that is allocable to the TIF district. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar Order of 3rd Reading - Short Debate

HB2211 PROPERTY TAX-REFERENDUM *(YINGLING S)*

Amends the Property Tax Code. Provides that the election authority for Lake County shall cause to be submitted to the voters of Lake County at the general election held on November 3, 2020 a referendum to convert the Office of the Chief Assessment Officer of Lake County to an elected office rather than an appointed office. Provides for the form of the referendum to be submitted. Provides that in the event that a majority of the electors voting on the referendum are in favor thereof, the Office of the Chief Assessment Officer of Lake County shall become an elected office. Provides requirements for the candidacy, election, and assumption of office of a Chief Assessment Officer of Lake County. Amends the Election Code to allow for the submission of a referendum regarding the Office of the Chief Assessment Officer of Lake County. Effective immediately.

CURRENT STATUS

3/29/2019 - House Bills on Second Reading

HB2234 SCH CD-PHYSICAL EDUCATION *(HARPER S)*

Amends the School Code. Provides that an approved waiver from or modification to a physical education mandate may remain in effect for a period not to exceed 2 school years (rather than 5 school years like other mandate waivers) and may be renewed no more than 2 times upon application by an eligible applicant. Provides that an approved waiver from or modification to a physical education mandate may be changed within the 2-year period by the school board or regional superintendent of schools, whichever is applicable, following the procedure set forth in the Code for the initial waiver or modification request. Provides that a school board may determine the schedule or frequency of physical education courses, provided that an elementary school pupil engage in a course of physical education for a minimum of 150 minutes per week and a middle school, junior high school, or high school pupil engage in a course of physical education for a minimum of 225 minutes per week (rather than engage in a course of physical education for a minimum of 3 days per 5-day week). Provides that if a student non-attendance day is scheduled for a day that would otherwise include a physical education class or if the school building is not otherwise open to students on a day that would otherwise include a physical education class, a student is not required to make up the minutes from that class; defines "student non-attendance day". Effective July 1, 2019.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2258 SCH CD-REQUIRD HIGH SCH COURSE *(WELTER D)*

Amends the School Code. With regard to the prerequisites to receiving a high school diploma, provides that a pupil must complete one year chosen from music, art, foreign language, vocational education, or speech (rather than music, art, foreign language, or vocational education).

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2263 SCHOOLS-WORK ETHIC INSTRUCTION *(LILLY C)*

Amends the Postsecondary and Workforce Readiness Act. In provisions concerning postsecondary and career expectations, provides that, beginning in grade 6, students should be introduced to the importance of developing and applying a work ethic in a variety of contexts; sets forth what this introduction may include.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2265 SCH CD-CIVICS COURSE *(LILLY C)*

Amends the School Code. Provides that every public elementary school shall include in its 6th, 7th, or 8th grade curriculum, beginning with the 2019-2020 school year, at least one semester of civics education; specifies course content requirements and requires the education to be in accordance with Illinois Learning Standards for social science. Allows school districts to consult with civics education stakeholders, as deemed appropriate by the State Board of Education. Allows school districts to utilize private funding available for the purposes of offering civics education. Effective July 1, 2019.

House Committee Amendment No. 1 - Provides that, beginning with the 2020-2021 school year (rather than the 2019-2020 school year), every public elementary school shall include in its 6th, 7th, or 8th grade curriculum at least one semester of civics education. Changes the effective date of the Act to July 1, 2020 (rather than July 1, 2019).

CURRENT STATUS

3/29/2019 - Added Co-Sponsor Rep. Jaime M. Andrade, Jr.

HB2272 SCH CD-TEACHERS-EVALUATIONS *(MARTWICK R)*

Amends the School Code and the Illinois Educational Labor Relations Act. Provides that, on and after September 1, 2019, all teacher evaluation ratings on record as "excellent", "proficient", or "needs improvement" are considered "effective" and all teacher evaluation ratings on record as "unsatisfactory" are considered "ineffective" for the purposes of the Employment of Teachers Article. Makes other changes concerning the waiver or modification of mandates; school report cards; license suspension or revocation; contractual continued service; removal or dismissal of teachers; an optional alternative evaluative dismissal process; evaluation plans; a local appeal process for ineffective ratings; rules; the appointment and promotion of teachers in Chicago; alternative procedures for teacher evaluation, remediation, and removal in Chicago; and the Open Meetings Act. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2275 ED EMPLOYEE-IMPASSE PROCEDURES *(CONYEARS-ERVIN M)*

Amends the Illinois Educational Labor Relations Act. Removes language concerning impasse procedures involving an educational employer whose territorial boundaries are coterminous with those of a city having a population in excess of 500,000. Repeals provisions concerning subjects of collective bargaining with that educational employer. Effective immediately.

CURRENT STATUS

3/28/2019 - Added Chief Co-Sponsor Rep. Rita Mayfield

HB2485 SCH CD-STATEMENT OF AFFAIRS *(SEVERIN D)*

Amends the School Code. Requires a school board to publish a notice that the district's annual statement of affairs is available on the State Board of Education's Internet website and in the district's main administrative office (instead of requiring a summary of the statement of affairs to be published). Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2550 $ART PROGRAMS *(LILLY C)*

Appropriates $10,000,000 to the Illinois State Board of Education for after-school art programs and $10,000,000 to the Illinois Arts Council for community art programs. Effective July 1, 201 9 .

CURRENT STATUS

3/6/2019 - House Appropriations-General Services, (First Hearing)

HB2605 SCH CD-SPEECH PATHOLOGIST *(CRESPO F)*

Amends the Children with Disabilities Article of the School Code. With regard to the speech-language pathologist provision, provides that notwithstanding the requirements of the provision, a Professional Educator License with a school support personnel endorsement for non-teaching speech-language pathologist shall be issued to a speech-language pathologist who (i) holds a regular license as a speech-language pathologist pursuant to the Illinois Speech-Language Pathology and Audiology Practice Act and (ii) holds a current Certificate of Clinical Competence in speech-language pathology from the American Speech-Language-Hearing Association.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2627 SCH CD-SCH BOOKING STATION *(KIFOWIT S)*

Amends the School Code. Provides that a student may not be questioned or detained at a school site at which students are detained in connection with criminal charges or allegations, taken into custody, or engaged with law enforcement personnel without the presence of the student's parent or guardian, a school social worker, or a licensed mental health professional. Effective immediately.

CURRENT STATUS

3/29/2019 - House Bills on Second Reading

HB2802 SCH CD-BOARD MEMBER-VACANCY *(WELCH E)*

Amends the School Code. With regard to boards of education in school districts having a population of not fewer than 1,000 and not more than 500,000 inhabitants, provides that if, whenever a vacancy occurs, members of the board fail to fill the vacancy within 60 (rather than 45) days after the vacancy occurs, the regional superintendent of schools shall fill the vacancy.

CURRENT STATUS

3/27/2019 - Referred to Senate Assignments

HB2822 SCH CD-SCHOOL REPORT CARD *(WEST M)*

Amends the School Code. Provides that the State Board of Education's school report cards must include the most current data on the percentage of students who participated in job shadowing, the percentage of students who have completed an internship, and whether a school offered its students vocational training opportunities. Makes a related change for the State report card. Effective July 1, 2020.

CURRENT STATUS

3/29/2019 - House Bills on Third Reading

HB2830 SCHOOL CONFERENCE NO TERMINATE *(STAVA-MURRAY A)*

Amends the School Visitation Rights Act. Prohibits an employer from terminating an employee because of an absence from work due to employee's attendance at a school conference or activity. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2868 SCH CD-WORK-BASED LEARNING *(SCHERER S)*

Amends the School Code. Requires the State Board of Education to develop a work-based learning database to help facilitate relationships between school districts and businesses and expand work-based learning in this State; defines "work-based learning". Effective immediately.

CURRENT STATUS

3/28/2019 - House Bills on First Reading

HB2932 SCH CD-EDU LICENSE-SKILL TEST *(SMITH N)*

Amends the Educator Licensure Article of the School Code. Provides that, beginning with the 2019-2020 school year, an applicant seeking a Professional Educator License or an Educator License with Stipulations who holds a bachelor's degree from a regionally accredited institution of higher education is not required to pass a test of basic skills to be issued that license. Makes conforming changes. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2982 SUBSTITUTE TEACHER-CRIM CHECK *(SWANSON D)*

Amends the School Code. With regard to criminal history records checks and checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database, provides that if a criminal history records check or check of the Statewide Sex Offender Database or Statewide Murderer and Violent Offender Against Youth Database is performed by a regional superintendent for an applicant seeking employment as a substitute teacher with a school district, the regional superintendent may disclose to the State Board of Education whether the applicant has been issued a certificate based on those checks. Provides that if the State Board receives information on an applicant, then it must indicate in the Educator Licensure Information System for a 90-day period that the applicant has been issued or has not been issued a certificate. Provides that a school district seeking to employ the substitute teacher may use the information in the Educator Licensure Information System rather than initiating its own criminal history records check or check of the Statewide Sex Offender Database or Statewide Murderer and Violent Offender Against Youth Database. Makes other changes concerning the Statewide Murderer and Violent Offender Against Youth Database. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3053 SCH DISTRICT EFFICIENCY COMM *(MAYFIELD R)*

Amends the School Code. Creates the School District Efficiency Commission. Provides for the membership and support of the Commission. Requires the Commission to make recommendations to the Governor and the General Assembly on the number of school districts in this State, the optimal amount of enrollment for a school district, and where reorganization and realignment of school districts would be beneficial in this State; specifies the topics on which the recommendations must focus. Provides that, on or before May 1, 2020, the Commission must vote on its recommendations and submit a report to the Governor and the General Assembly. Provides that if the Commission adopts the report recommendations by an affirmative vote of at least 11 of its members, then the Commission's recommendations for reorganization of school districts into unit school districts must be placed on the ballots of the designated school districts in the next general election in the same manner as petitions approved by a regional superintendent of schools, except without financial incentives. Provides that the Commission is dissolved the day after the report is filed with the Governor and the General Assembly. Repeals the provision on February 1, 2021. Makes a conforming change in the Conversion and Formation of School Districts Article. Effective immediately.



CURRENT STATUS

3/28/2019 - Added Chief Co-Sponsor Rep. John Connor

HB3086 SCH CD-ANGER MANAGEMENT CLASS *(LILLY C)*

Amends the School Code. Provides that a school board shall require its schools to either connect at-risk students with anger management classes offered in the community or conduct their own anger management classes for at-risk students. Provides that if the school board requires a school to conduct these classes, the classes do not have to be implemented until the beginning of the 2021-2022 school year. Effective immediately.



CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3096 PTELL-REFERENDUM *(HERNANDEZ E)*

Amends the Property Tax Extension Limitation Law in the Property Tax Code. Provides that, on and after January 1, 2020, a referendum to increase the district's aggregate extension may be submitted to the voters. Effective January 1, 2020.



CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3144 SCH CD-CLASSROOM PLACEMENT *(HALBROOK B)*

Amends the School Code. Requires a school district to allow the parent or guardian of twins or higher order multiples to request that his or her children be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school. Provides that the principal of the school may request a meeting with the parent or guardian to recommend classroom placement and if the parent or guardian and the principal, in consultation with the children's assigned classroom teacher or teachers, do not agree on classroom placement after the meeting is held, the principal may request a school board hearing to determine classroom placement. Provides that if the principal does not request a meeting with the parent or guardian or does not request a school board hearing to determine classroom placement, the school must provide the classroom placement requested by the parent or guardian. Provides for the school board to make a classroom placement determination during the school year, after a hearing, if the principal determines that the original placement is disruptive to the classroom environment or is otherwise academically, behaviorally, or mentally not beneficial to the children. Effective immediately.



CURRENT STATUS

3/29/2019 - House Bills on Second Reading

HB3237 SCHCD-STATE SEAL OF BILITERACY *(CHAPA LAVIA L)*

Amends the School Code. Provides that to demonstrate sufficient English language proficiency for eligibility to receive the State Seal of Biliteracy, the State Board of Education shall allow a student to provide his or her school district with evidence of completion of (i) an AP English Language and Composition Exam with a score of 4 or 5, (ii) an English language arts dual credit course with a final grade point average of 2.0 or higher, or (iii) transitional coursework in English language arts articulated in partnership with a community college as an ESSA College and Career Readiness Indicator with a final grade point average of 2.0 or higher. Effective immediately.



CURRENT STATUS

4/1/2019 - Added Chief Co-Sponsor Rep. Elizabeth Hernandez

HB3244 SCHOOL FACILITY & RESOURCE TAX *(DEMMER T)*

Amends the Counties Code. Provides that counties may impose a tax to be used exclusively for school facility purposes, school resources officers, or mental health professionals (rather than exclusively for school facility purposes). Adds referendum language to levy, reduce, or discontinue the tax. Amends the Innovation Development and Economy Act and the School Construction Law to make conforming changes. Amends the School Code to make conforming changes and to provide that if a school district having a population of less than 500,000 inhabitants determines that it is necessary for school security purposes and the related protection and safety of pupils and school staff to hire a school resource officer, the district may levy a tax or issue bonds as provided under a provision in the Code authorizing a school board to levy a tax or to borrow money and issue bonds for fire prevention, safety, energy conservation, accessibility, school security, and specified repair purposes if funds are not needed for those other purposes. Effective immediately.

CURRENT STATUS

3/29/2019 - Added Co-Sponsor Rep. Avery Bourne

HB3302 SCH CD-SPECIAL ED COMPLAINTS *(CRESPO F)*

Amends the Children with Disabilities Article of the School Code. Provides that, for the Chicago School District only, for complaints concerning delays and denials of special education services in the 2016-2017 or 2017-2018 school year, a complainant has no less than 2 years following the creation of the State Board of Education's compensatory education plan and notification of that plan to parents and guardians of impacted children to file a complaint if the complainant has not obtained relief through (i) the compensatory education plan, (ii) a due process claim, or (iii) mediation. Provides that the State Board's notification of its compensatory education plan to parents and guardians must include notification of the extended timeframe to file complaints under this subsection. Effective July 1, 2019.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3303 SCH CD-STATE ASSESSMENTS *(CRESPO F)*

Amends the School Code. With regard to State assessments, provides that beginning no later than the 2020-2021 school year, the State Board of Education shall annually assess all students in reading and mathematics in kindergarten through grade 3 to meet the goals and standards of the federal Every Student Succeeds Act and any related rules. Provides that the assessment must include a balanced system of interim and summative assessments that are instructionally relevant, student-centered, and timely delivered and that provide grade-level proficiency scores for accountability purposes, growth metrics, and instructional information purposes. Provides that the State Board, in accordance with the federal Every Student Succeeds Act, shall support assessments that measure academic grade-level proficiency and academic growth measured against a stable, grade-independent scale. Effective January 1, 2020.

CURRENT STATUS

4/1/2019 - State Mandates Fiscal Note Requested by Rep. Tom Demmer

HB3304 SCHOOL INVESTIGATIVE INTERVIEW *(CRESPO F)*

Amends the Children's Advocacy Center Act. Provides that schools in a county with an accredited Children's Advocacy Center shall not proceed with interviews of a student regarding an alleged incident of sexual abuse, regardless of whether the student is a victim, witness, or alleged perpetrator, until the school receives written approval from an appropriate law enforcement agency or the Department of Children and Family Services. Allows a law enforcement agency or the Department to object to an interview allowed by the other entity and no interview may be done until both approve. Allows an investigating body of a school to view a forensic

interview under specified circumstances. Includes legislative findings and defines a term. Amends the School Code making conforming changes. Effective July 1, 2019.

CURRENT STATUS

3/29/2019 - Added Chief Co-Sponsor Rep. Emanuel Chris Welch

HB3305 TASK FORCE-SEXUAL ABUSE REVIEW *(CRESPO F)*

Amends the School Code. Creates the Make Sexual Abuse Fully Extinct Task Force to address issues concerning the sexual abuse of students in school-related settings. Provides for the membership, meetings, and support of the Task Force. Provides that the Task Force shall review the best practices for preventing the sexual abuse of students in a school-related setting or by school-related perpetrators, including school district employees or other students, how to best address that abuse, and the proper support for students who have suffered from that abuse. Provides that on or before January 1, 2020, the Task Force must report the findings of its review to the Governor and the General Assembly, at which time the Task Force is dissolved; specifies what the report must include. Repeals the provision on July 1, 2020. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3363 SCH CD-SUPERINTENDENT REQUIRED *(CAULKINS D)*

Amends the School Code. Removes the exception for a school district in which there is only one school with fewer than 4 teachers to the requirement that each school district employ a superintendent. Effective immediately.

CURRENT STATUS

3/28/2019 - Third Reading - Short Debate - Passed 106-001-000

HB3432 SCHCD-EMPLOYEE TRAUMA TRAINING *(LILLY C)*

Amends the School Code. Requires each school district to maintain an on-site trauma kit at each school of the district for bleeding emergencies. Provides that at least once every 2 years, a school board shall conduct in-service training for all school district employees on the methods to respond to trauma. Provides that the training must include instruction on how to respond to an incident involving life-threatening bleeding and how to use a school's trauma kit. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3435 INS CODE-EPINEPHRINE INJECTOR *(CARROLL J)*

Amends the Illinois Insurance Code. Provides that a policy of accident and health insurance or a managed care plan shall provide coverage for epinephrine injectors for persons 18 years of age or under. Makes conforming changes in the State Employees Group Insurance Act of 1971, the Counties Code, the Illinois Municipal Code, the School Code, the Health Maintenance Organization Act, the Limited Health Service Organization Act, the Voluntary Health Services Plans Act, and the Illinois Public Aid Code.

House Floor Amendment No. 1 - Specifies that the required coverage for epinephrine injectors for persons under the age of 18 years of age is limited to medically necessary epinephrine injectors.

CURRENT STATUS

3/29/2019 - Third Reading - Short Debate - Passed 092-000-003

HB3479 SCH CD-EDUCATOR MISCONDUCT *(CRESPO F)*

Amends the School Code. Provides that a check of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database must be conducted by the school district or regional superintendent, as applicable, once for every 5 years an applicant remains employed by a school district. Provides that no school board shall knowingly employ a person or knowingly allow a person to student teach who has been issued an indicated finding of abuse or neglect of a child by the Department of Children and Family Services under the Abused and Neglected Child Reporting Act or by a child welfare agency of another jurisdiction. Requires the State Board of Education to conduct random audits of Professional Educator Licensees to verify a licensee's fulfillment of required professional development hours. With regard to the conviction of certain offenses as grounds for disqualification for licensure or suspension or revocation of a license, provides that if the holder of a license or applicant for a license has been charged with attempting to commit, conspiring to commit, soliciting, or committing certain offenses, first degree murder, or a Class X felony or any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in this State, would have been punishable as one or more of those offenses, the State Superintendent of Education shall immediately suspend the license or deny the application until the person's criminal charges are adjudicated through a court of competent jurisdiction. Makes other changes.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3503 INS CODE-HEARING AIDS *(MANLEY N)*

House Committee Amendment No. 2 - Replaces everything after the enacting clause. Reinserts the provisions of the introduced bill with the following changes: Provides that an insurer shall offer, for an additional premium

and subject to the insurer's standard of insurability, optional coverage or optional reimbursement for hearing instruments and related services for all individuals (rather than the requiring the insurer to provide coverage for hearing instruments and related services for all individuals 65 years of age or older) when a hearing care professional prescribes a hearing instrument to augment communication. Provides a maximum of $2,500 (rather $1,500) for the hearing instrument and related services every 24 months. Provides that nothing in the provisions precludes an insured from selecting a more expensive hearing instrument as his or her own expense. Removes language providing that an insurer shall not be required to pay a claim filed by its insured for the payment of the cost of a hearing instrument if less than 24 months before the date of the claim its insured filed a claim for payment of the cost of the hearing instrument and the claim was paid by the insurer. Removes provisions amending the Illinois Public Aid Code.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3550 SCH CD-SEX EDUCATION-CONSENT *(WILLIAMS A)*

Amends the School Code. With regard to a sex education course, provides that course material and instruction in grades 6 through 12 must include an age-appropriate discussion on the meaning of consent that includes discussion on recognizing that (i) consent is a freely given agreement to sexual activity, (ii) consent to one particular sexual activity does not constitute consent to other types of sexual activities, (iii) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent, (iv) a person's manner of dress does not constitute consent, (v) a person's consent to past sexual activity does not constitute consent to future sexual activity, (vi) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person, (vii) a person can withdraw consent at any time, and (viii) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to certain circumstances. Removes a provision requiring material and instruction to include, with an emphasis on workplace environment and life on a college campus, discussion on what constitutes sexual consent. Makes other changes concerning the course material and instruction.

CURRENT STATUS

3/29/2019 - Placed on Calendar Order of 3rd Reading - Short Debate

HB3586 SCH CD-SPECIAL ED SERVICES *(CRESPO F)*

Amends the Children with Disabilities Article of the School Code. Provides that, for the Chicago School District only, beginning with the 2019-2020 school year, the school district shall, in collaboration with its primary office overseeing special education policies, publish on the school district's publicly available website any proposed changes to its special education policies, which must be available at least 45 days before the adoption of that policy change. Provides that the school district must make the entirety of its special education Procedural Manual and any other guidance documents pertaining to special education publicly available, in print and on the school district's website, in both English and Spanish. With regard to individualized education program meetings, provides that no later than 5 school days before a child's individualized education program

eligibility meeting or meeting to review a child's individualized education program, a school board or school personnel must provide the child's parent or guardian with copies of all relevant information collected about the child so that the parent or guardian may participate as a fully-informed team member of the meeting. Provides that the State Board of Education must (rather than may) create a telephone hotline to address concerns regarding the provision of special education services in a school district. Makes other changes. Effective July 1, 2019.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3606 STUDENT ONLINE PROTECTION *(MARTWICK R)*

Creates the Student Online Personal Protection Act of 2019. Provides for legislative intent and definitions. Provides for operator prohibitions, operator duties, school authority prohibitions, school authority duties, State Board of Education duties, and parent rights. Creates the Student Data Protection Oversight Committee and provides for the Committee's membership and support. Requires the Committee to submit an annual report to the General Assembly and the State Board of Education with recommendations, if any, for policy revisions and legislative amendments that would carry out the intent of the Act. Amends the Illinois School Student Records Act. Adds a definition of record. Requires written consent of a student's parent to publish student directories that list student names, addresses, and other identifying information and similar publications. Amends the Consumer Fraud and Deceptive Business Practices Act to make a conforming change. Repeals the Student Online Personal Protection Act. Effective immediately.

CURRENT STATUS

4/1/2019 - House Floor Amendment No. 1 Referred to Rules Committee

HB3628 ICCB-ADULT EDUCATION CLASSES *(BRISTOW M)*

Amends the School Code and the Public Community College Act. Moves provisions governing classes for adults and youths whose schooling has been interrupted from the School Code to the Public Community College Act. Amends the Adult Education Act. Defines "Adult Education" (rather than "Adult and Continuing Education") to mean academic instruction and educational services below the postsecondary level that increase an individual's ability to (i) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent and (ii) transition to postsecondary education and training or obtain employment. Provides for apportionment for adult education courses for the instruction of those persons who (i) are 16 years of age or older, are not enrolled or required to be enrolled in a secondary school under State law, and are basic-skills deficient, (ii) do not have a secondary school diploma or its recognized equivalent and have not achieved an equivalent level of education, or (iii) are an English language learner (rather than persons over 21 years of age and youths under 21 years of age whose schooling has been interrupted). Repeals the Adult Education Reporting Act. Makes conforming and other changes. Effective immediately.

House Committee Amendment No. 1 - With regard to classes for adults and youths whose schooling has been

interrupted, restores a School Code provision requiring the cost of the instruction to be assumed in its entirety from funds appropriated by the State to the Illinois Community College Board.

CURRENT STATUS

3/29/2019 - Placed on Calendar Order of 3rd Reading - Short Debate

HB3652 SCH CD-SCH COUNSELOR-COLLEGE *(YEDNOCK L)*

Amends the School Code. Provides that, in assisting all students with a college or post-secondary education plan, a school counselor must include a discussion on all post-secondary education options, including 4-year colleges or universities, community colleges, and vocational schools. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3659 CHARTER SCHOOL-BOARD TRAINING *(ORTIZ A)*

Amends the Charter Schools Article of the School Code. Provides that, no later than one year after the effective date of the amendatory Act, a charter school's board of directors or other governing body must include at least one parent or guardian of a pupil currently enrolled in the charter school who may be selected through the charter school or a charter network election, appointment by the charter school's board of directors or other governing body, or by the charter school's Parent Teacher Organization or its equivalent. Provides that, no later than one year after the effective date of the amendatory Act or within the first year of his or her first term, every voting member of a charter school's board of directors or other governing body shall complete a minimum of 4 hours of professional development leadership training to ensure that each member has sufficient familiarity with the board's or governing body's role and responsibilities, including financial oversight and accountability of the school, evaluating the principal's and school's performance, adherence to the Freedom of Information Act and the Open Meetings Acts, and compliance with education and labor law. Provides that in each subsequent year of his or her term, a voting member of a charter school's board of directors or other governing body shall complete a minimum of 2 hours of professional development training in those same areas.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HJ9 MEDIA LITERACY TASK FORCE *(HERNANDEZ E)*

Creates the Illinois Media Literacy Task Force to assess the media habits of Illinois youth and create possible policies to be implemented in the State of Illinois.

CURRENT STATUS

3/29/2019 - Placed on Calendar Order of Resolutions

SB10 SCH CD-MINIMUM TEACHER SALARY *(MANAR A)*

Amends the School Code. Provides that in fixing the salaries of teachers, a school board shall pay those who serve on a full-time basis a rate not less than (i) $32,076 for the 2020-2021 school year, (ii) $34,576 for the 2021-2022 school year, (iii) $37,076 for the 2022-2023 school year, and (iv) $40,000 for the 2023-2024 school year. Provides that the minimum salary rate for each school year thereafter, subject to review by the General Assembly, shall equal the minimum salary rate for the previous school year increased by a percentage equal to the percentage increase, if any, in the Consumer Price Index For All Urban Consumers for all items published by the United States Department of Labor for the previous school year.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB28 SCH CD-DAILY PUPIL ATTENDANCE *(BERTINO-TARRANT J)*

Senate Floor Amendment No. 1 - Replaces everything after the enacting clause. Reinserts the provisions of the introduced bill with the following changes. With regard to daily pupil attendance, provides that pupil participation in any of the following activities shall be counted toward the calculation of clock hours of school work per day: (i) instruction in a college course in which a student is dually enrolled for both high school credit and college credit, (ii) participation in a supervised career development experience in which student participation and learning outcomes are supervised by an educator licensed under the School Code, (iii) participation in a youth apprenticeship in which student participation and outcomes are supervised by an educator licensed under the School Code, or (iv) participation in a blended learning program in which course content, student evaluation, and instructional methods are supervised by an educator licensed under the School Code. With regard to the e-learning days program, removes a requirement limiting the program to 3 school districts and requiring the State Board of Education to report its recommendations for expansion, revision, or discontinuation of the program on or before June 1, 2019. Provides that a research-based program for e-learning days must be verified by the regional office of education or intermediate service center for the school district (rather than submitted to the State Superintendent of Education for approval); makes related changes. Requires the program to address the school district's responsibility to ensure that all teachers and staff who may be involved in the provision of e-learning have access to any and all hardware and software that may be required for the program. Provides that a proposal for the program must include a provision that ensures that non-electronic materials are made available to students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology and that ensures that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day. Makes other and conforming changes. Effective July 1, 2019.

CURRENT STATUS

3/27/2019 - Referred to House Rules

SB59 DUAL CREDIT COURSE-FEES *(BERTINO-TARRANT J)*

Amends the Dual Credit Quality Act. Provides that an institution may not collect fees from a high school student enrolled in a dual credit course in excess of what the institution needs, per student, to administer a dual credit program. Provides that any fees collected from the high school student may not be used for any purpose other than administering the dual credit program. Effective immediately.

CURRENT STATUS

4/1/2019 - Added as Co-Sponsor Sen. Toi W. Hutchinson

SB78 SCH CD-HISTORY-LGBT *(STEANS H)*

Amends the School Code. With regard to the textbook block grant program, provides that the textbooks authorized to be purchased must include the roles and contributions of all people protected under the Illinois Human Rights Act and must be non-discriminatory as to any of the characteristics under the Act. Provides that textbooks purchased with grant funds must be non-discriminatory. Provides that in public schools only, the teaching of history of the United States shall include a study of the roles and contributions of lesbian, gay, bisexual, and transgender people in the history of this country and this State. Effective July 1, 2020.

CURRENT STATUS

3/29/2019 - Added as Chief Co-Sponsor Sen. Laura M. Murphy

SB117 STUDENT RECORDS DESTRUCTION *(BARICKMAN J)*

Amends the Illinois School Student Records Act. Provides that if the rights and privileges accorded to a parent under the Act have been transferred to a student, a school must give reasonable prior notice to the student (rather than the parent) before any school student record is destroyed or any information is deleted from that record. Provides that a school may provide reasonable prior notice to a parent or student through (i) notice in the school's parent or student handbook, (ii) publication in a newspaper, (iii) U.S. mail delivered to the last known address of the parent or student, or (iv) other means provided the notice is confirmed to have been received.

CURRENT STATUS

3/29/2019 - Added Alternate Chief Co-Sponsor Rep. Dan Brady

SB185 SCH CD-ROE-GRANT PROGRAMS *(LIGHTFORD K)*

Amends the School Code. With regard to grants to alternative schools, safe schools, and alternative learning opportunities programs, for fiscal year 2019, to calculate grant amounts to the programs operated by regional offices of education, the State Board of Education shall calculate an amount equal to the greater of the regional program's best 3 months of average daily attendance for the 2017-2018 school year or the average of the best 3 months of average daily attendance for the 2015-2016 school year through the 2017-2018 school year, multiplied by the amount of $6,119. Effective immediately.

CURRENT STATUS

3/28/2019 - Added as Co-Sponsor Sen. Antonio Mu?oz

SB196 OPEN MEETINGS ACT-EXCEPTIONS *(BUSH M)*

Amends the Open Meetings Act. Provides that a public body may hold a closed meeting to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific independent contractors, or specific volunteers (currently, only specific employees) of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, independent contractor, or volunteer of the public body or against legal counsel for the public body to determine its validity. Effective immediately.

CURRENT STATUS

4/3/2019 - House Executive, (First Hearing)

SB209 SCH CD-SPECIAL ED AGREEMENTS *(BERTINO-TARRANT J)*

Amends the School Code. With regard to special education joint agreements, provides that under no circumstances may a petition for withdrawal from a joint agreement be presented to other member districts less than 18 months from the date of the proposed withdrawal. Provides that if a petition for withdrawal is not approved by the other member districts, any petitioning member district (rather than only a petitioning member district that is part of a Class II county school unit outside of a city of 500,000 or more inhabitants) may appeal the disapproval. Provides that the trustees of schools of the township having jurisdiction and authority over the withdrawing district or the hearing panel established by the chief administrative officer of the intermediate service center having jurisdiction over the withdrawing district shall convene and hear testimony to determine whether the withdrawing district has presented sufficient evidence that the district, standing alone, will provide a full continuum of services and support to all its students with disabilities in the foreseeable future; specifies requirements for the withdrawing district prior to the hearing. Provides that each withdrawing district shall develop a comprehensive plan that includes the administrative policies and procedures outlined in specified special education rules of the State Board of Education and all relevant portions of the federal Individuals with Disabilities Education Act. Provides that the withdrawing district must also demonstrate its ability to provide education for a wide range of students with disabilities, including a full continuum of support and services. Effective immediately.

CURRENT STATUS

SB217 SCH CD-MILITARY SERVICE-SALARY *(MANAR A)*

Amends the School Code. With regard to the salary of any employee of a school board who is a member of any reserve component of the United States Armed Services and is mobilized to active military duty or teacher who is employed in a Department of Defense overseas dependents' school or is mobilized to active military duty, removes a provision decreasing the amount of the employee's salary by the employee's base pay for military service.

CURRENT STATUS

4/1/2019 - Added as Co-Sponsor Sen. Toi W. Hutchinson

SB244 GROW YOUR OWN TEACHER *(MARTINEZ I)*

Amends the Grow Your Own Teacher Education Act. Makes changes to the definitions of "cohort", "eligible school", and "hard-to-staff school", and defines "dual credit course". Provides that Grown Your Own Illinois (rather than the Board of Higher Education) shall administer the Grow Your Own Teacher Education Initiative as a grant competition to fund consortia that will carry out Grow Your Own Teacher preparation programs. In provisions concerning selection of grantees, provides that the Board of Higher Education shall, subject to appropriation, allocate funds to Grow Your Own Illinois for the purpose of administering the program and awarding grants under the Act (rather than requiring the Board of Higher Education to award grants under the Act). Removes the language providing that the consortium shall consider whether a candidate has experienced an interruption in his or her college education when recruiting potential candidates for the program. Provides that, subject to the requirements under the Dual Credit Quality Act, an institution of higher education may offer a high school student a dual credit course under the program. Provides that the Board of Higher Education may not adopt rules regarding candidate eligibility that are more restrictive than those in the Act. Makes conforming changes. Effective immediately.

CURRENT STATUS

3/28/2019 - Added as Co-Sponsor Sen. Omar Aquino

SB868 EDUCATION-TECH *(BRADY W)*

Amends the Career and Workforce Transition Act. Makes a technical change in a Section concerning the short title.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1189 SCH CD-PHYSICAL EDUCATION *(HOLMES L)*

Amends the School Code. Provides that an approved waiver from or modification to a physical education mandate may remain in effect for a period not to exceed 2 school years (rather than 5 school years like other mandate waivers) and may be renewed no more than 2 times upon application by an eligible applicant. Provides that an approved waiver from or modification to a physical education mandate may be changed within the 2-year period by the school board or regional superintendent of schools, whichever is applicable, following the procedure set forth in the Code for the initial waiver or modification request. Provides that a school board may determine the schedule or frequency of physical education courses, provided that an elementary school pupil engage in a course of physical education for a minimum of 150 minutes per week and a middle school, junior high school, or high school pupil engage in a course of physical education for a minimum of 225 minutes per week (rather than engage in a course of physical education for a minimum of 3 days per 5-day week). Provides that if a student non-attendance day is scheduled for a day that would otherwise include a physical education class or if the school building is not otherwise open to students on a day that would otherwise include a physical education class, a student is not required to make up the minutes from that class; defines "student non-attendance day". Effective July 1, 2019.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1212 COURSE EQUITY ACT *(LIGHTFORD K)*

Creates the Course Equity Act. Defines terms. Requires the State Board of Education to establish a Course Equity Program in which any public or nonpublic school student in this State may enroll in a Course Equity Program course, provided that the student has completed all applicable prerequisite course requirements. Provides that the funding structure for Course Equity Program courses must maximize access to courses for low-income students and school districts by following a specified funding structure. Provides that the initial authorization of a Course Provider and courses shall be for a one-year period and the State Board may reauthorize a Course Provider for additional periods of up to 3 years. Provides that the initial authorization of a Course Provider requires the Board to establish a course review and approval process for Course Providers that may be implemented by the Board or an entity designated by the Board. Specifies qualifications for a course to be added to the Course Equity Catalog. Requires Course Providers to annually report to the Board; specifies report requirements. Provides for the Board's responsibilities and a school district's responsibilities. Allows for rulemaking by the Board. Amends the Public Community College Act to provide that, for purposes of enrollment in a dual credit course through the Course Equity Program, a student shall, for tuition purposes, be classified as a resident of a community college district if he or she meets the criteria to be deemed an Illinois resident under the Act. Effective immediately.

CURRENT STATUS

4/1/2019 - Added as Co-Sponsor Sen. Toi W. Hutchinson

SB1213 SCH CD-TEACHERS-EVALUATIONS *(LIGHTFORD K)*

Amends the School Code. Provides that, on and after September 1, 2019, all teacher evaluation ratings on record as "excellent", "proficient", or "needs improvement" are considered "effective" and all teacher evaluation ratings on record as "unsatisfactory" are considered "ineffective" for the purposes of the Employment of Teachers Article. Makes other changes concerning the waiver or modification of mandates; school report cards; license suspension or revocation; contractual continued service; removal or dismissal of teachers; an optional alternative evaluative dismissal process; evaluation plans; a local appeal process for ineffective ratings; rules; the appointment and promotion of teachers in Chicago; alternative procedures for teacher evaluation, remediation, and removal in Chicago; and the Open Meetings Act. Effective immediately.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1226 CHARTER SCH COMMISSION-ABOLISH *(HOLMES L)*

Amends the State Finance Act and the Charter Schools Law of the School Code. Provides that on July 1, 2020, the State Charter School Commission is abolished and the terms of all members end. Provides that all of the powers, duties, assets, liabilities, contracts, property, records, and pending business of the Commission are transferred to the State Board of Education on that date. Provides for transfer of authorization to a local school board or boards. Makes related changes. Removes the appeal process, and provides that final decisions of a local school board are subject to judicial review under the Administrative Review Law.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1249 SCH CD-SEXUAL ASSAULT-REPORT *(MURPHY L)*

Amends the School Code. Provides that, upon knowledge of an incident of sexual assault by a student against another student, a school district shall report the incident to the State Board of Education; defines "sexual assault". Provides that the State Board shall post on its website for each school year the total number of reported incidents statewide and in each school district. Provides that the State Board shall also report the data annually to the General Assembly no later than September 1 of each year.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1250 SCHOOL CODE-ASTHMA MEDICATION *(MURPHY L)*

Senate Floor Amendment No. 1 - Replaces everything after the enacting clause. Amends the School Code. Provides that, notwithstanding any other provision of law, a school district must allow any student with an

asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act to self-administer any medication required under those plans if the student's parent or guardian provides the school district with (i) written permission for the student's self-administration of medication and (ii) written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer the medication. Requires a parent or guardian to also provide to the school district the prescription label for the medication, which must contain the name of the medication, the prescribed dosage, and the time or times at which or the circumstances under which the medication is to be administered. Provides that each school district must adopt an emergency action plan for a student who self-administers medication; specifies the plan's requirements. Provides that a school district and its employees and agents shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by a student.

CURRENT STATUS

4/1/2019 - Chief House Sponsor Rep. Karina Villa

SB1272 SCH CD-SPEECH PATHOLOGIST *(REZIN S)*

Amends the Children with Disabilities Article of the School Code. Provides that if a speech-language pathologist holds a regular State license as a speech-language pathologist, he or she does not need to meet other requirements to be issued a Professional Educator License with a school support personnel endorsement for non-teaching speech-language pathologist. Also changes outdated references regarding certification rather than licensure. Effective immediately.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1287 SCH CD-SUPERINTENDENT AGREEMNT *(REZIN S)*

Amends the School Code. Provides that a school board shall, upon passage of a referendum after submission of a petition signed by no less than 5% of the school district's voters in the last consolidated election, or may, by resolution, enter into a joint agreement with other school boards to share the services of a superintendent or other administrator. Provides that any savings realized by sharing services must be divided equally between classroom needs and property tax relief. Provides that a school district wishing to withdraw from the joint agreement shall obtain from its school board a written resolution approving the withdrawal and shall present a petition for withdrawal to the other member school districts within the timelines designated by the joint agreement if the school district entered into the joint agreement by resolution. Provides that a school district wishing to withdraw from the joint agreement shall submit to the voters of the district the question of whether the school district shall withdraw from the joint agreement if the school district entered into the joint agreement by a referendum vote (also provides for a referendum upon submission of a petition).

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1369 SCH CD-ELEMENTARY DISTRICT *(ROSE C)*

Amends the Conversion and Formation of School Districts Article of the School Code. Provides that, upon dissolution of an elementary district, each individual parcel of that elementary district must be annexed by the school district closest geographically to that parcel.

CURRENT STATUS

3/26/2019 - Senate Bills on Second Reading

SB1371 SCH CD-TEMP DOOR LOCK DEVICE *(ROSE C)*

Amends the School Code. Defines "temporary door locking device". Provides that, upon submitting an application to the regional superintendent of schools, a school district may obtain a temporary door locking device for use on a school building. Specifies application requirements. Provides that an approved temporary door locking device shall be used only (i) by a staff member of a school district trained under the provision, (ii) during an emergency situation that threatens the health and safety of students and staff members or during an active shooter drill, and (iii) when law enforcement officials and the local fire department have been notified prior to use of the device. Provides that the device shall be engaged for a finite period of time in accordance with the school district's school safety plan adopted under the School Safety Drill Act. Provides that a school district with an approved temporary door locking device shall conduct an in-service training program for staff members on the proper use of the device.

CURRENT STATUS

3/26/2019 - Senate Bills on Second Reading

SB1461 PROP TX-EDUCATION PURPOSES *(MCCONCHIE D)*

Amends the Property Tax Code. In a Section concerning a reduced extension for a school district's educational purposes, provides that the Section applies if the school district's final percent of adequacy (currently, adequacy target) exceeds 110%. Provides that the referendum petition for the reduction shall be submitted to and certified by the school board's secretary (currently, the applicable election authority). Effective immediately.

CURRENT STATUS

3/27/2019 - Referred to House Rules

SB1474 COLLECTIVE BARGAINING FREEDOM *(VILLIVALAM R)*

Creates the Collective Bargaining Freedom Act. Provides that employers and labor organizations covered by the National Labor Relations Act may execute and apply agreements requiring membership in a labor organization as a condition of employment to the fullest extent authorized by the National Labor Relations Act. Provides that it is the policy of the State that employers, employees, and their labor organizations are free to bargain collectively. Provides that the authority to enact laws or rules that restrict the use of union security agreements between an employer and a labor organization vests exclusively with the General Assembly. Prohibits local governments from enforcing any such law or rule. Defines terms. Effective immediately.

Senate Committee Amendment No. 1 - Changes a reference to federal law with respect to union security agreements from a reference relating to requiring membership in a union in conflict with state law to a reference relating to unfair labor practices in connection with membership in a union.

House Committee Amendment No. 1 - Deletes provision making a violation of the Act by a local governmental official a Class A misdemeanor.

CURRENT STATUS

3/29/2019 - Added Alternate Chief Co-Sponsor Rep. Lawrence Walsh, Jr.

SB1498 AGRICULTURE ED TEACHER PROGRAM *(BENNETT S)*

Amends the School Code. Provides that, subject to appropriation, the State Board of Education must develop an Agricultural Education Pre-Service Teacher Training Program beginning at the secondary level that provides grants to (i) students who qualify as pre-service teaching students and who attend institutions of higher education that offer a State-approved agricultural education teacher preparation program, (ii) students who qualify as pre-service teaching students and who attend public community colleges that provide an articulated agricultural education teacher course of study, and (iii) non-traditional agricultural education teaching students; defines terms and specifies the Training Program's requirements. Provides that the funds provided by the State Board may be used to support (i) a stipend not to exceed $7,500 for a non-traditional agricultural education teaching student or a pre-service teaching student for work completed under the Training Program, distributed in monthly installments, (ii) lodging for a pre-service training student, (iii) reimbursement for meals for the pre-service teaching student, (iv) reasonable costs charged by a participating Illinois agricultural company, or (v) any educational costs related to the Training Program. Effective immediately.

CURRENT STATUS

4/1/2019 - Added Alternate Co-Sponsor Rep. Dave Severin

SB1569 SCH CD-SPEECH COMMUNICATION *(REZIN S)*

Amends the School Code. Provides that beginning with the 2020-2021 school year, each school district must include in each course in its curriculum instruction on speech communication.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1601 SCH CD-IL HISTORY INSTRUCTION *(SIMS E)*

Amends the School Code. With regard to the required history of the United States course, provides that, beginning with the 2020-2021 school year, the course must also include instruction on the history of Illinois.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1626 SCH CD-COURSE ACCESS-ONLINE *(WEAVER C)*

Amends the School Code. Provides that a qualified student may take any online course for academic credit if the course (i) aligns with the Illinois Learning Standards, (ii) meets or exceeds the same standards as course offerings of the school district, and (iii) is taught by an instructor who holds a Professional Educator License. Provides that a school district retains the right to deny credit for an online course based on course appropriateness, alignment with the high school curriculum, cost, or student academic progress. Effective immediately.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1642 DRIVR ED-BIKE&PEDSTRIAN SAFETY *(PETERS R)*

Amends the School Code. Provides that, beginning with the 2020-2021 school year, the curriculum of a driver education course must include instruction on bicycle and pedestrian safety, which must include, but is not limited to, instruction on how to safely pass a cyclist on the road, special considerations while driving in urban areas and near bicycle lanes, how to navigate an intersection with pedestrians and cyclists, exiting a vehicle without endangering pedestrians and cyclists, and the requirement that drivers exercise due care to avoid collision with a bicyclist or pedestrian on the road. Amends the Illinois Vehicle Code. Provides that, for the purpose of educating prospective licensees on the potential dangers caused by motor vehicles to pedestrians, bicyclists, in-line skaters, scooter riders, skateboarders, and other non-motorized vehicles, the Secretary of State shall include, in the Illinois Rules of the Road publication, information on bicycle and pedestrian safety.

CURRENT STATUS

3/28/2019 - Placed on Calendar Order of 3rd Reading April 3, 2019

SB1669 LOTTERY-SCRATCH-OFF-SCHOOLS *(MARTINEZ I)*

Senate Committee Amendment No. 1 - Replaces everything after the enacting clause. Amends the Illinois Lottery Law. Requires the Department of the Lottery, beginning on January 1, 2020 or as soon thereafter as is practical, to offer a special instant scratch-off game to benefit school STEAM programming. Requires the net revenue from that game to be deposited into the School STEAM Grant Program Fund. Provides that moneys received from the scratch-off game shall be used by the State Board of Education to fund school STEAM grants. Authorizes the Department to adopt rules necessary to implement and administer the game. Defines "net revenue". Amends the State Finance Act to create the School STEAM Grant Program Fund as a special fund in the State treasury. Amends the School Code. Requires the State Board of Education to administer the School STEAM Grant Program for the purpose of making science, technology, engineering, art, and math programming available to low-income students in disadvantaged neighborhoods. Effective immediately.

CURRENT STATUS

3/28/2019 - Referred to House Rules

SB1694 SCH CD-WORKPLACE PREP STUDY *(BUSH M)*

Amends the School Code. With regard to the prerequisites to receiving a high school diploma, provides that each pupil entering the 9th grade in the 2020-2021 school year or a subsequent school year must, in addition to other course requirements, successfully complete one year of workplace preparation studies that cover legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and other protections for employees.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1731 SCH CD-MENTAL HEALTH AWARENESS *(KOEHLER D)*

Amends the School Code. With regard to the in-service training program on the warning signs of mental illness and suicidal behavior in youth, provides that the program must utilize evidence-based training that educates the participants on (i) recognizing the signs and symptoms of mental illness and substance use disorders, including common psychiatric conditions such as schizophrenia, bipolar disorder, major clinical depression, and anxiety disorders and common substance use disorders such as opioids and alcohol, (ii) providing referrals to mental health or substance use disorder services or other support to individuals in the early stages of developing a mental illness or substance use disorder, recommending resources available in the community for individuals with a mental illness or substance use disorder, and recommending any other relevant resources, and (iii) ensuring the safe de-escalation of crisis situations involving individuals with a mental illness. Provides that a school district may utilize the Mental Health First Aid training program to provide the training.

CURRENT STATUS

4/1/2019 - Added as Co-Sponsor Sen. Toi W. Hutchinson

SB1746 SCH CD-WORKING CASH FUND *(BELT C)*

Amends the School Code. With regard to issuing bonds not to exceed a certain amount for the purpose of creating, recreating, or increasing a working cash fund, adds to that amount 85% of the most recent amount of all State funding received by the school district. Provides that moneys in the working cash fund may be used by a school board for any and all school purposes and may be transferred in whole or in part to the general funds or both of the school district and disbursed in anticipation of State funding received by the school district; makes related changes. Effective immediately.

CURRENT STATUS

3/28/2019 - Placed on Calendar Order of 3rd Reading

SB1757 SCH CD-SPECIAL EDUCATION COSTS *(BERTINO-TARRANT J)*

Amends the Children with Disabilities Article of the School Code. Provides after June 30, 2024, no payments may be made by a school district for amounts in excess of $4,500 for children who have been placed in a program in which the actual per pupil costs of tuition for special education and related services based on program enrollment exceed $4,500. With regard to funding for children requiring special education services, provides that for individual students with disabilities whose program costs exceed 2 (rather than 4) times the district's per capita tuition rate, the costs in excess of 2 (rather than 4) times the district's per capita rate must be paid by the State Board of Education from funds made available under a provision in the Code regarding special education facilities (rather than from unexpended IDEA discretionary funds). With regard to the supervision of special education buildings and facilities, provides that beginning with Fiscal Year 2020 through Fiscal Year 2025, the State must fund all necessary expenses related to educating children with excess costs who attend certain public schools and for Fiscal Year 2026 and each fiscal year thereafter, all costs in excess of 2 times a district's per capita tuition charge for educating children who attend certain schools and programs must be reimbursed by the State. Effective July 1, 2019.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1798 SCH CD-BULLY/HARASSMENT POLICY *(ROSE C)*

Amends the School Code. Requires each school district to create, maintain, and implement an age-appropriate policy on sexual harassment that must be included in the district's student code of conduct handbook. Provides that a school district's or charter school's policy on bullying must be included in the student code of conduct handbook in an age-appropriate manner.

CURRENT STATUS

3/29/2019 - Added as Co-Sponsor Sen. Laura M. Murphy

SB1838 SCH DISTRICT EFFICIENCY COMM *(CULLERTON T)*

Amends the School Code. Creates the School District Efficiency Commission. Provides for the membership and support of the Commission. Requires the Commission to make recommendations to the Governor and the General Assembly on the number of school districts in this State, the optimal amount of enrollment for a school district, and where reorganization and realignment of school districts would be beneficial in this State; specifies the topics on which the recommendations must focus. Provides that, on or before May 1, 2020, the Commission must vote on its recommendations and submit a report to the Governor and the General Assembly. Provides that if the Commission adopts the report recommendations by an affirmative vote of at least 11 of its members, then the Commission's recommendations for reorganization of school districts into unit school districts must be placed on the ballots of the designated school districts in the next general election in the same manner as petitions approved by a regional superintendent of schools, except without financial incentives. Provides that the Commission is dissolved the day after the report is filed with the Governor and the General Assembly. Repeals the provision on February 1, 2021. Makes a conforming change in the Conversion and Formation of School Districts Article. Effective immediately.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1901 SCH CD-ALTERNATIVE EDU LICENSE *(WEAVER C)*

Amends the Educator Licensure Article of the School Code. With regard to the fee Section, moves and changes a provision concerning the license renewal fee for an Educator License with Stipulations with a paraprofessional educator endorsement. With regard to the alternative educator licensure program, provides that, in addition to other requirements, an individual must pass the State Board of Education's teacher performance assessment (rather than pass the assessment of professional teaching) no later than the end of the first semester of his or her second year of residency (rather than before entering the second residency year). Effective immediately.

CURRENT STATUS

3/29/2019 - Added as Chief Co-Sponsor Sen. Laura M. Murphy

SB1941 SAFE SCHOOLS/HEALTHY LEARNING *(LIGHTFORD K)*

Amends the School Code. With respect to school discipline improvement plans, makes changes to how the State Board of Education determines the top 20% of school districts, when notification is given that a plan must be submitted, which school districts are required to submit a plan, the timeframe for school board approval of a

plan and submission of that plan to the State Board, and when additional annual progress reports are required. Establishes the Safe Schools and Healthy Learning Environments Grant Program and grants under the program. Sets forth requirements for grant applicants and provisions for the distribution of funds appropriated for the program. Requires the State Board of Education to issue a yearly report on the results of the program in cooperation with school districts participating in the program. Provides that the State Board may adopt any rules necessary for the program. Effective July 1, 2019.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1952 TEACHERS-VARIOUS *(MANAR A)*

Amends the Downstate Teachers and State Universities Articles of the Illinois Pension Code. Requires an employer to make an additional employer contribution for a participant whose earnings for any academic year used to determine the final rate of earnings exceed the amount of his or her earnings with the same employer for the previous academic year by more than 6% (instead of 3%). Makes conforming changes. Amends the School Code. Allows each school district to provide a salary to a student teacher employed by the district and fix the amount of that salary. Removes the requirement of the passage of a test of basic skills for obtaining certain Professional Educator Licenses and Educator Licenses with Stipulations. Effective immediately.

CURRENT STATUS

3/28/2019 - Added as Co-Sponsor Sen. Rachelle Crowe

SB2025 SCHCD-RESPONSE TO INTERVENTION *(KOEHLER D)*

Amends the School Code. Requires each school district to inform a student's parent or guardian if his or her child is beginning to receive tiered Response to Intervention support that is more intensive than the universal level of instruction and must allow the parent or guardian to participate in the process; defines "Response to Intervention". Provides that the information provided to the parent or guardian must include the problem or problems being addressed for the student, the student's performance goal or goals, the reason why the student is being moved to a more intense level of intervention, and how the parent or guardian may obtain a copy of any progress reports and data being collected for the student. Provides that a school district must inform a parent or guardian with a child who is receiving Response to Intervention support above the universal level of instruction of the parent's or guardian's right to request a special education evaluation at any time. Requires a school district to request parental or guardian consent to conduct a case study evaluation of a student to determine if the student is in need of special education services if the student has been in the highest level of Response to Intervention support for 45 consecutive school days and has not shown meaningful, measurable progress under the performance goal or goals established for the student. Effective immediately.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB2046 EARLY COLLEGE HIGH SCH PROGRAM *(BRADY W)*

Amends the School Code. Provides that each school district that maintains a secondary school must offer an early college high school program for its secondary school students to be completed by the student within 2 school years; defines "early college high school program". Provides that a student enrolled in an early college high school program is exempt from the payment of any registration, tuition, or laboratory fees charged by an institution of higher learning and the school district is responsible for all costs associated with the program.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB2075 SCH CD-COMPULSORY SCHOOL AGE *(LIGHTFORD K)*

Amends the School Code. Lowers the compulsory school age from 6 to 5 years of age beginning with the 2020-2021 school year. Requires all school districts to establish kindergarten for the instruction of children who are 5 years of age or older.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB2096 SCHOOL CODE-VARIOUS *(MANAR A)*

Amends the School Code. With regard to the textbook block grant program, removes a provision requiring the State Board of Education to preapprove and designate textbooks authorized to be purchased under the program; makes a related change. With regard to special education classes for children from orphanages, foster family homes, children's homes, or State residential units, removes a provision requiring each school district claiming reimbursement for a program operated as a group program to have an approved budget on file with the State Board prior to the initiation of the program's operation; makes a related change and other changes regarding claims and reimbursements. With regard to the evidence-based funding formula, removes a provision requiring the State Superintendent of Education to certify the actual amounts of the New State Funds payable for each eligible Organizational Unit based on the equitable distribution calculation to the unit's treasurer and publish a yearly distribution schedule at its meeting in June. Provides that no publisher or retail dealer (rather than person) shall offer any school instructional materials for adoption, sale, or exchange in this State until it has complied with certain conditions; makes related changes. Makes other changes with regard to instructional materials.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

actionTRACK - Hannah News Service, Inc.

Finance Committee Meeting
April 5, 2019
157 W. Washington Street
District Administrative Center

Minutes of the Finance Committee meeting held on April 5, 2019 at the District Administrative Center of Community High School District 94 from 7:32 a.m. to 8:02 a.m.

Call to Order: The meeting was called to order at 7:32 a.m.

1. Roll Call: Finance Committee Members Present: Ruben Campos, Kevin Kotche, David Blatchley, Douglas Domeracki, Ex Officio

Finance Committee Members Absent: Gary Saake
Others present: Dr. Cheng, Nick Parry and Diane Masschelin (Recording Secretary)

2. **Public Comment:** None

3. **Health Insurance Update:** Dave Blatchley opened the meeting with the Health Insurance Update by reviewing with the Committee the handouts. Dave stated that at last month's Board of Education Meeting, DSP provided us with their recommendations. However we are still waiting for the Blue Cross Options Plan for cost savings estimate.

In early May, the association will be taking a vote on the four recommendations and Dave Blatchley hopes, upon approval, to bring the information to the May Board of Education Meeting to take action. A Memo of Understanding (MOU) will be needed for the Blue Cross Option Plan for the four tiers.

4. **Upcoming Contracts**: Nick Parry had handouts relating to the starting platforms for the pool along with a spreadsheet of the historical purchases that have been made.

Quotes for the starting platforms were reviewed with the Committee and it was suggested that we move forward by placing this topic on the Agenda for the April Board Meeting.

LRC Contracts were reviewed with the Committee. For the valuable learning resources for students, the three contracts (Gale, OverDrive, and ProQuest) are all renewals, and it was agreed that they would be put on the Agenda for the April Board Meeting.

Dr. Domeracki discussed the Chromebook Resolution from last year for the sale of Chromebooks. He asked for opinions on whether we should take the annual resolution off the table for yearly review. It was mentioned that this topic would need to be revisited.

Dr. Domeracki mentioned that this would be for a full board discussion, but wanted the Committee's opinion on this topic. The Superintendent of Antioch Community High School, Jim McKay, is leading the charge in the State of Illinois, for collecting Chromebooks and 1:1 devices

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that have been aged out from schools. He is taking old devices that have not been sold and sending them to the various countries and school districts that are in need. The Committee agreed, as long as we receive some type of certification from the organization as to where the devices are going and what school districts will receive them.

5. **Adjournment:** Ruben Campos moved to adjourn, Kevin Kotche seconded the motion. The meeting was adjourned by unanimous voice vote at 8:02 a.m.

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DRAFT

Community High School District 94

District Administrative Center
157 W. Washington Street
West Chicago, IL 60185
Finance Committee Meeting
April 5, 2019
7:30 AM

Agenda

Committee Members:
Gary Saake, Board President
Kevin Kotche, Board Member
Ruben Campos, Board Member
Dave Blatchley, Director of Business Services
Douglas Domeracki, Superintendent, Ex Officio

1. Roll Call
2. Public Comment
3. Health Insurance Update
4. Upcoming Contracts
5. Adjournment

COMPARATIVE RATE ANALYSIS AND FINANCIAL INCREASE BETWEEN FY18-19 AND FY19-20 INSURANCE RATES

TIERS - ER%	FISCAL YEAR	EE ANNUAL	ER ANNUAL	TOTAL	SUMMARY 19-20 PREMIUM INCREASES		$$$$
PPO2 TIERS							
PPO2S 80%	18-19	1,307.40	5,229.72	6,537.12			
PPO2S 80%	19-20	1,344.02	5,376.10	6,720.12			
PPO2S FY20 INC		**(36.62)**	**(146.38)**	**(183.00)**			
PPO2S 68%	18-19	2,122.08	4,415.04	6,537.12			
PP02S 68%	19-20	2,181.48	4,538.64	6,720.12			
PPO2S FY20 INC	**2012+**	**(59.40)**	**(123.60)**	**(183.00)**	**PPO2 SINGLE**	**2.8%**	**183.00**
PPO2F 80%	18-19	4,462.68	17,850.60	22,313.28			
PPO2F 80%	19-20	4,587.60	18,350.40	22,938.00			
PPO2F FY20 INC		**(124.92)**	**(499.80)**	**(624.72)**			
PPO2F 66%	18-19	7,649.88	14,663.40	22,313.28			
PPO2F 65%	19-20	8,083.92	14,854.08	22,938.00			
PPO2F FY20 INC	**2012+**	**(434.04)**	**(190.68)**	**(624.72)**	**PPO2 FAMILY**	**2.8%**	**624.72**
PPO3 TIERS							
PPO3S 85%	18-19	827.88	4,690.92	5,518.80			
PPO3S 85%	19-20	851.00	4,822.36	5,673.36			
PPO3S FY20 INC		**(23.12)**	**(131.44)**	**(154.56)**			
PPO3S 80%	18-19	1,103.76	4,415.04	5,518.80			
PPO3S 80%	19-20	1,134.67	4,538.69	5,673.36			
PPO3S FY20 INC	**2012+**	**(30.91)**	**(123.65)**	**(154.56)**	**PPO3 SINGLE**	**2.8%**	**154.56**
PPO3F 85%	18-19	2,825.66	16,012.06	18,837.72			
PPO3F 85%	19-20	2,904.79	16,460.45	19,365.24			
PPO3F FY20 INC		**(79.13)**	**(448.39)**	**(527.52)**			
PPO3F 78%	18-19	4,174.32	14,663.40	18,837.72			
PPO3F 77%	19-20	4,511.16	14,854.08	19,365.24			
PPO3F FY20 INC	**2012+**	**(336.84)**	**(190.68)**	**(527.52)**	**PPO3 FAMILY**	**2.8%**	**527.52**
HMO2 TIERS							
HMO2S 85%	18-19	967.56	5,482.80	6,450.36			
HMO2S 85%	19-20	980.14	5,554.10	6,534.24			
HMO2S FY20 INC		**(12.58)**	**(71.30)**	**(83.88)**			
HMO2S 68%	18-19	2,035.32	4,415.04	6,450.36			
HMO2S 69%	19-20	1,995.60	4,538.64	6,534.24			
HMO2S FY20 INC	**2012+**	**39.72**	**(123.60)**	**(83.88)**	**HMO2 SINGLE**	**1.3%**	**83.88**
HMO2F 85%	18-19	2,749.44	15,579.84	18,329.28			
HMO2F 85%	19-20	2,785.14	15,782.46	18,567.60			
HMO2F FY20 INC		**(35.70)**	**(202.62)**	**(238.32)**			
HMO2F 80%	18-19	3,665.88	14,663.40	18,329.28			
HMO2F 80%	19-20	3,713.54	14,854.06	18,567.60			
HMO2F FY20 INC	**2012+**	**(47.66)**	**(190.66)**	**(238.32)**	**HMO2 FAMILY**	**1.3%**	**238.32**
HMO2SS 85%	18-19	1,804.20	10,223.64	12,027.84			
HMO2SS 85%	19-20	1,827.63	10,356.57	12,184.20			
HMO2 FY20 INC		**(23.43)**	**(132.93)**	**(156.36)**			
HMO2SS 80%	18-19	2,405.57	9,622.27	12,027.84			
HMO2SS 80%	19-20	2,436.84	9,747.36	12,184.20			
HMO2SS FY20 INC	**2012+**	**(31.27)**	**(125.09)**	**(156.36)**	**HMO2 SINGLE + SPOUSE**	**1.3%**	**156.36**
HM02SC 80%	18-19	1,912.80	10,839.00	12,751.80			
HMO2SC 80%	19-20	1,937.63	10,979.89	12,917.52			
HMO2SC FY20 INC		**(24.83)**	**(140.89)**	**(165.72)**			

COMPARATIVE RATE ANALYSIS AND FINANCIAL INCREASE BETWEEN FY18-19 AND FY19-20 INSURANCE RATES

HM02SC 85%	18-19	2,550.36	10,201.44	12,751.80			
HMO2SC 85%	19-20	2,583.50	10,334.02	12,917.52			
HMO2SC FY20 INC	**2012+**	**(33.14)**	**(132.58)**	**(165.72)**	**HMO2 SINGLE + CHILD(REN)**	**1.3%**	**165.72**
DENTAL TIERS							
SINGLE 85%	18-19	64.56	365.88	430.44			
SINGLE 85%	19-20	66.96	379.44	446.40			
DENTS FY20 INC	**S -15%**	**(2.40)**	**(13.56)**	**(15.96)**			
SINGLE 80%	18-19	86.04	344.40	430.44			
SINGLE 80%	19-20	89.28	357.12	446.40			
DENTS FY20 INC	**S-20%**	**(3.24)**	**(12.72)**	**(15.96)**	**DENTAL SINGLE**	**3.7%**	**15.96**
FAMILY 85%	18-19	174.96	991.68	1,166.64			
FAMILY 85%	19-20	181.48	1,028.36	1,209.84			
DENTF FY20 INC	**F-15%**	**(6.52)**	**(36.68)**	**(43.20)**			
FAMILY 80%	18-19	233.28	933.36	1,166.64			
FAMILY 80%	19-20	241.97	967.87	1,209.84			
DENTF FY20 INC	**F-20%**	**(8.69)**	**(34.51)**	**(43.20)**	**DENTAL FAMILY**	**3.7%**	**43.20**

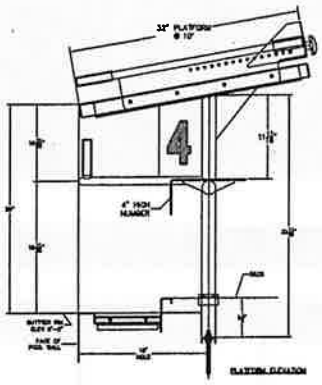
ANNUAL GRAND TOTAL CENSUS INCREASE - EE SHARE	**$**	**20,653.38**
ANNUAL GRAND TOTAL CENSUS INCREASE - BOARD SHARE	**$**	**65,260.38**
ANNUAL GRAND TOTAL CENSUS INCREASE - 19-20	**$**	**85,913.76**

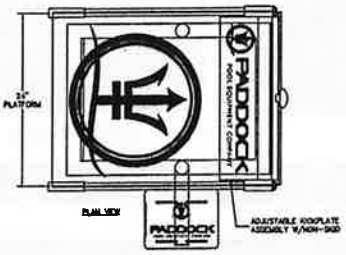
West Chicago SD #94
Renewal Rates
July 1, 2019 through June 30, 2020

		2018-19	2019-20		
LIFE					
Active Life		$ 0.10	$ 0.10		
AD&D		$ 0.015	$ 0.015		
Dependent Life		$ 1.26	$ 1.26		
MEDICAL					
HMO Blue Advantage					
	Employee	$ 537.53	$ 544.52	*Renewal:*	1.3%
	Employee & Spouse	$ 1,002.32	$ 1,015.35	*Non-Grandfathered*	
	Employee & Child/Children	$ 1,062.65	$ 1,076.46		
	Family	$ 1,527.44	$ 1,547.30		
	Medicare Employee	$ 537.53	$ 544.52		
	Medicare Family	$ 1,075.04	$ 1,089.02		
PPO Plan 2					
	Employee	$ 544.76	$ 560.01	*Renewal:*	2.8%
	Family	$ 1,859.44	$ 1,911.50	*Non-Grandfathered*	
	Medicare Employee	$ 544.76	$ 560.01		
	Medicare Family	$ 1,089.50	$ 1,120.01		
PPO Plan 3 (H.S.A.)					
	Employee	$ 459.90	$ 472.78	*Renewal:*	2.8%
	Family	$ 1,569.81	$ 1,613.77		
	Medicare Employee	$ 459.90	$ 472.78	*Non-Grandfathered*	
	Medicare Family	$ 919.82	$ 945.58		
	Retiree over 65 + Child		$ 945.56		
	Retiree under + Child		$ 1,613.77		
DENTAL					
	Employee	$ 35.87	$ 37.20	*Renewal:*	3.7%
	Family	$ 97.22	$ 100.82		

PADDOCK
POOL EQUIPMENT COMPANY

Fast Track Starting Platform







Paddock's **Fast Track Starting Platform** is quickly and easily removable.

The platform shall be side mounted and have a 24" wide x 32" long stainless steel top.

Flush with front edge of platform is a backstroke starting bar. There are also two vertical backstroke grips made of stainless steel positioned 15" on center.

Lane numbers will be visible from all four sides of platform.

On top of starting platform shall be equipped with side rails made from 1" O.D. stainless steel tube welded to 1/8" stainless steel plate.

Mounted to side rails will be a removable "wedge" made of 12 gauge, stainless steel with a 45 degree incline on the surface facing forward to pool. Front surface shall have a non-slip surface. The wedge will use spring loaded plunger pins to lock securely into place. Single mechanism will be used to retract both pins simultaneously with one hand for ease of adjustment. Wedge shall slide uninhibited along guide rails on sides of platform.

Top of starting platform shall be with a non-slip solid surface.

Colors and custom logos are available as options.

4912-A Anchors with 19" spacing are sold separately.

4912 Fast Track Starting Platform St. St. Type_____ Qty _____

555 Paddock Parkway, Rock Hill, SC 29730 T: 800-849-2729 F: 803-324-1116

www.paddockindustries.com

PADDOCK
POOL EQUIPMENT COMPANY
Commitment. Innovation. Service.

Paddock Pool Equipment Company, Inc.
555 Paddock Parkway
PO Box 11676
Rock Hill, SC 29731
United States of America

Ph: 803-324-1111 Fax: 803-324-1116

Quote

Number: 4787 Date: 14-Mar-19

To

West Chicago High School
CS1061
326 Joliet St
West Chicago , IL 60185
United States of America

Quote To

Parry, Nick
West Chicago High School
CS1061
326 Joliet St
West Chicago , IL 60185
United States of America

Ph: 630-876-6481

Terms	Ship Via	Salesperson
Advance Payment		0138

Quantity	Description	Unit Price	Amount
	Reference: West Chicago H.S.		
6 ea	Line: 001 Expiration Date: 13-Apr-19 Part: 9500115 Rev: Reducer,C,304L,10"X8"	$3,437.00	$20,622.00
6 ea	Line: 002 Expiration Date: 13-Apr-19 Part: 200262 Rev: Logo,Custom,Platform,Starting	$465.00	$2,790.00
6 ea	Line: 003 Expiration Date: 13-Apr-19 Part: 9400178 Rev: Anchor,Channel,Pltfm,SS, ASM 2 -SS caps, anchors w/locking collars & Channel for all starting platforms.	$502.00	$3,012.00
1 ea	Line: 004 Expiration Date: 13-Apr-19 Part: Rev: Estimated Freight To be determined	$0.00	$0.00
		Total:	$26,424.00

PLEASE REFER TO THIS QUOTATION NUMBER ON ANY PURCHASE ORDERS OR GENERAL CORRESPONDENCE.

Q & A

BE THE FIRST TO ASK A QUESTION



SHIPPING

Free Standard Shipping on orders of $99 or more.*

* Restrictions Apply: Valid for Kiefer catalog and online prices on orders receiving Standard shipping to the lower 48 states. Items th excluded. Please select "Standard Shipping" when choosing your shipping method during Checkout.

LEARN MORE

RNS

4.5 ★★★★½
Google
Customer Reviews



KIEFER EVOLUTION STARTING BLOCK

KIEFER

Product Code #502360ht

☆☆☆☆☆ Write a review

GET QUOTE

$2,449.95 MSRP: $2,899.95

OVERVIEW

Kiefer starting blocks are custom fabricated to each pool's unique specifications and cannot be ordered online. Please c learn more or to get started designing your very own starting blocks.

The Evolution is the next generation of Kiefer's renown Exceptional starting block. This open-structure design utilizes a ultra-stable platform.

Design features include:

- Deck mounted for low-cost installation
- Side mounted thermoplastic step with non-slip surface
- Powder coated stainless steel parts for excellent corrosion resistance
- Stainless steel hybrid platform with non-slip surface
- Grab rails are available as an option at additional cost
- Foot chocks are available as an option at additional cost. Foot chocks are self-storing & have 5 adjustment positio accommodate your specific deck-to-water-level and setback needs

4.5 ★★★★½ Google Customer Reviews

- Accommodates both Colorado Time Systems & Daktronics RJP's (not included)
- Platform measures 24" wide x 32" long

The Evolution starting block conforms to all FINA, USA Swimming, NCAA, and NFHS specifications.

You can choose from a variety of standard colors for the pedestals, steps,and non-slip surfaces on stainless steel platfor school/team logos.

All Kiefer starting blocks are made from the highest quality materials and are fabricated and assembled in the USA.

Starting blocks ship oversized via truck.

The above pricing is based upon orders of 3 or more starting blocks. Additional fees apply for orders of less than 3 startii

THE KIEFER ADVANTAGE

SECURE PAYMENT

Credit cards

FREE SHIPPING

On orders above $99*

CUSTOMER CARE

(800)323-4071 | info@kiefer.com

CUSTOMER REVIEWS

☆ ☆ ☆ ☆ ☆

★ ★ ★ ★ ★

WRITE A REVIEW

BE THE FIRST TO WRITE A R

4.5 ★★★★½
Google
Customer Reviews

Kiefer AQUATICS
1700 Kiefer Drive
Zion, IL 60099
Phone (800) 323-4071
Fax (847) 746-8888
www.kiefer.com

Quote

QUOTE #	QUOTED	EXPIRES	PAGE
43683	03/11/19	04/10/19	1 of 1

BILL TO

Community High School Dist 94
157 W Washington Street
West Chicago, IL 60185

SHIP TO

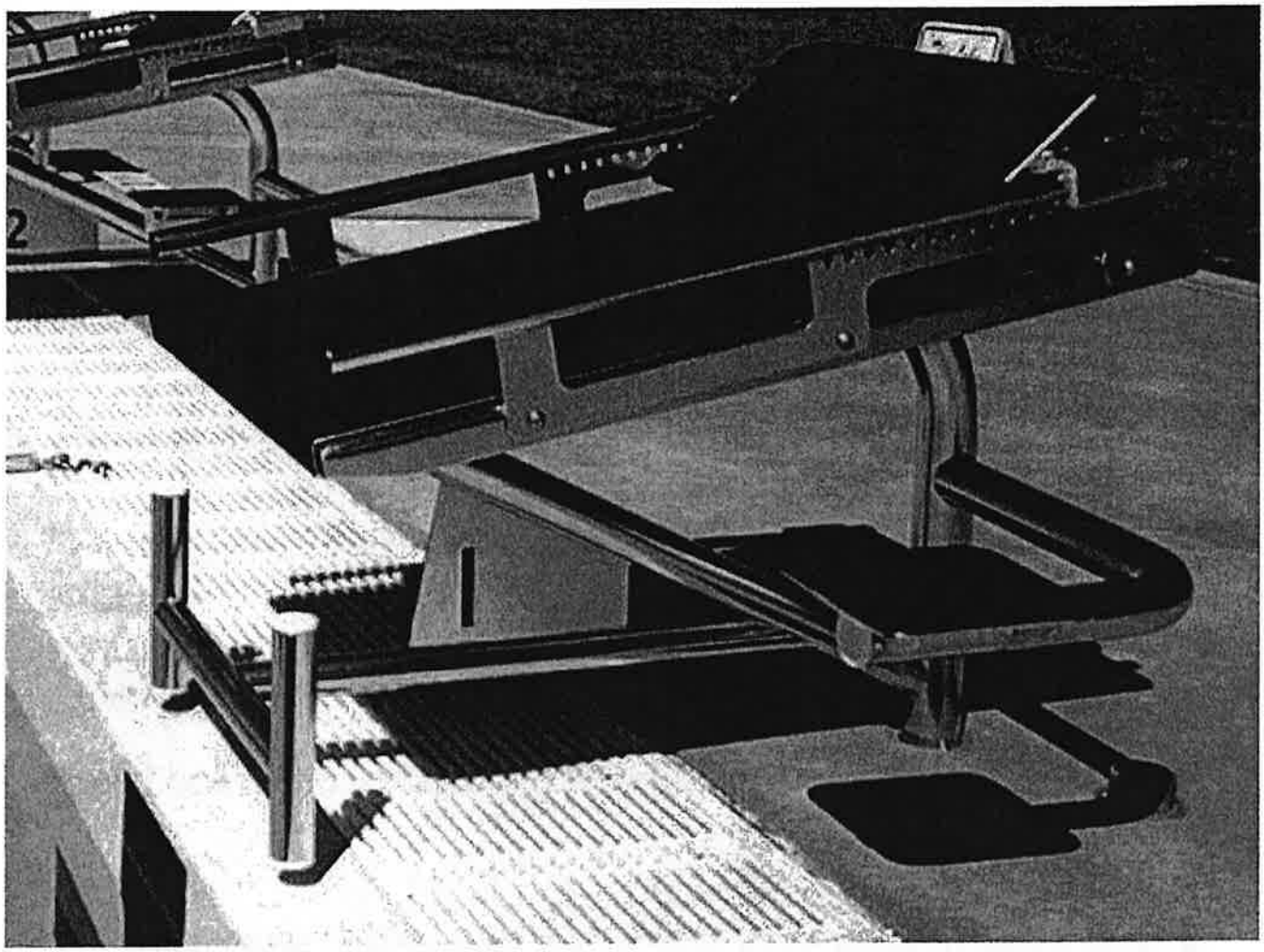
Community High School Dist 94
157 W Washington Street
West Chicago, IL 60185

Cust ID	C1288380	**Terms**	Net 0 Days	**Sales Rep Name**	Maureen Radtke
Contact	Nick Parry	**Ship Via ID**	LTL2	**Sales Rep Email**	mradtke@kiefer.com
Cust Phone #	(630) 876-6481	**Ship Via Desc**	ABF Freight-LTL	**Sales Rep Phone**	(224) 789-2656

Ln.	Item Code	Description	Qty	UM	MSRP	Your Price	Ext Price
		Nick Parry 630-876-6481					
		Quote is not confirmed until the completed gutter form has been received and reviewed by Kiefer Engineering.					
		Ships LTL w/liftgate. Inside delivery is available for an additional $100. Customer must notify Kiefer of inside delivery at time of order. Kiefer is not liable for any accessorial charges unless pre-approved by Kiefer or noted on this bill of lading.					
		- 30% deposit and PO required to process order - Up to 14 weeks of production time required - Production begins after the official approvals have been signed off on					
10	502360ht	EVOLUTION HT STARTING BLOCK	6	EA	$2,899.95	$2,449.95	$14,699.70
20	500360GA	GROUT-IN ANCHOR ASSEMBLY	24	EA	$25.95	$19.95	$478.80
30	369000HT	FOOT CHOCK FOR HT STARTING BLOCK TOP	6	EA	$899.95	$739.95	$4,439.70
40	627302	Custom Foot Chock Logo (Two Color)	6	EA	$139.95	$139.95	$839.70
50	300140HT	GRAB RAIL ASSEMBLY FOR HT STARTING BLOCK TOP	6	EA	$549.95	$449.95	$2,699.70

Special Instructions

Subtotal	$23,157.60
Freight	$320.50
Tax	$0.00
Total	$23,478.10



Details

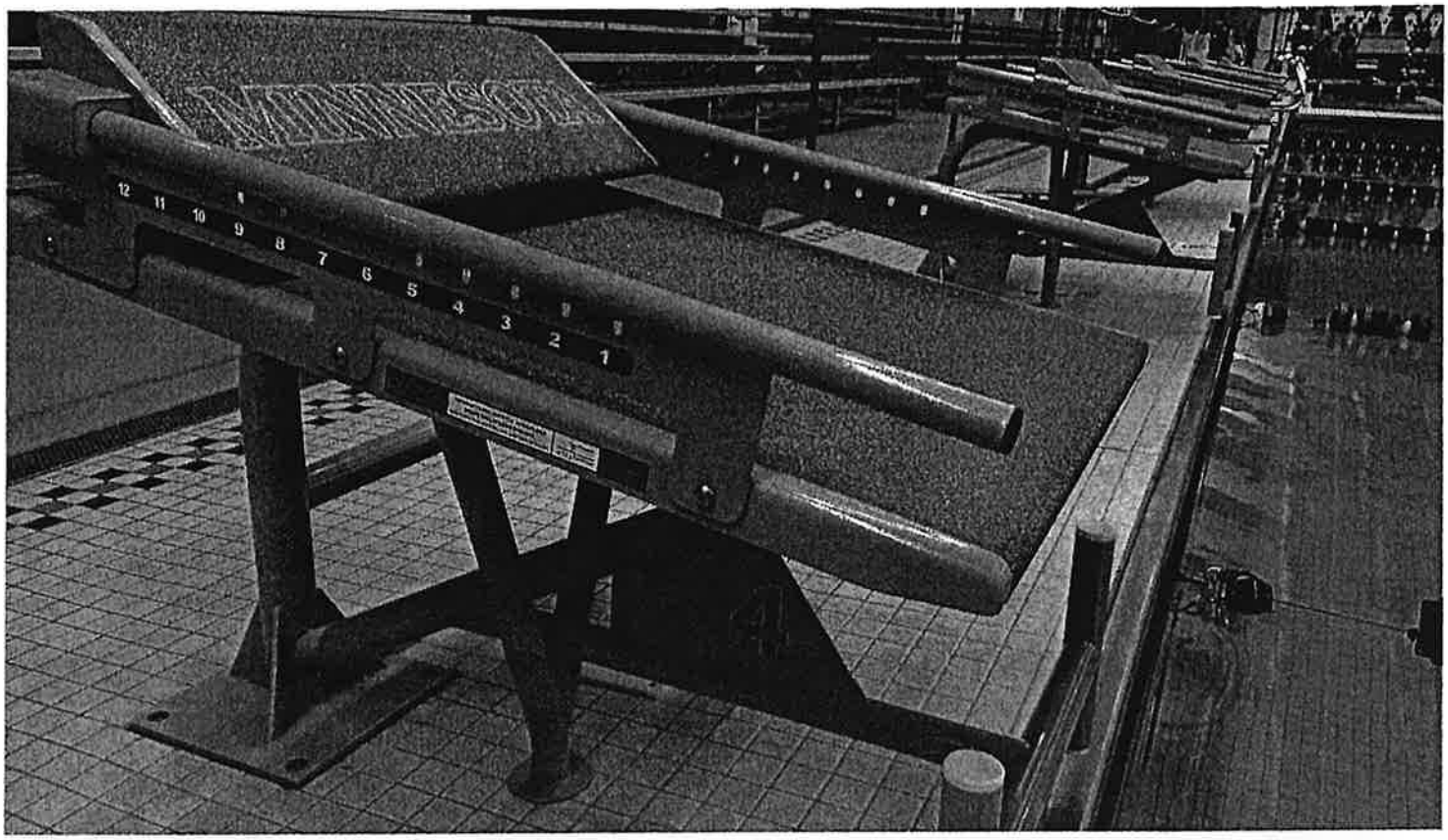
Applying the latest in approved technology, the Xcellerator Starting Platform contains an adjustable track start wedge and hand grips to give swimmers an extra boost on starts by allowing the knee to start at a 90 degree angle. The superior grit finish on the platform top reduces slipping while the H-style backstroke bar give backstroke swimmers numerous gripping options. Show your team spirit with the addition of a custom logo or powder coating the block to match your team's colors.

- Large 32" x 24" stainless steel top sloped at a 10° angle for optimal starting stances
- Stainless steel top covered in a superior non-slip material
- Easy-to-adjust track start footrest attachment with 11 setting options to accommodate all heights and levels of flexibility
- Single or dual post anchor with patented anti-wobble design allows for easy removal of blocks
- Side handles included to enhance speed and quick takeoffs
- Non-slip side access step available
- Backstroke handles with versatile 18" H bar
- Stainless steel construction
- Suggested setback of 30" - accommodates anchor setbacks of 24" to 38"
- Available in black, with upgrade of custom colors and logos available
- Easy-to-read, large numbers
- Complies to FINA, USA and NCAA Swimming, and NFHS regulations

Contact us for a consultation on how we can customize your starting platform for your pool and your team.

More Information

Reviews


MINNESOTA
12 11 10 9 8 7 6 5 4 3 2 1

The Lifeguard Store, Inc.
All American Swim,
Swim Shops of the Southwest
2012 West College
Normal, IL 61761
PH (309) 451-5858
FAX (309) 451-5959
www.thelifeguardstore.com

Estimate

DATE	ESTIMATE
03/14/2019	EST054505

BILL TO	SHIP TO
Community High School District 94 Nick Parry 157 Washington Street West Chicago, IL 60185	Community High School District 94 Nick Parry 326 Joliet St. West Chicago, IL 60185

Shipped Via:	Estimate Prepared by:
UPS GROUND	ckramp

ITEM	DESCRIPTION	QUANTITY	PRICE EACH	TOTAL
1331712FLG	DROPSHIP: Spectrum Custom Dual Post Xcellerator-2 Flange Anchor System	6	$3,468.00	**$20,808.00**
SPECLOGO	DROPSHIP: Custom Logo for Spectrum Starting Block	6	$288.00	**$1,728.00**
SPECPWDR	DROPSHIP: Spectrum Powdercoating for Spectrum Starting Blocks	6	$311.00	**$1,866.00**
ZZCUSTOM	DROPSHIP: Freight cost includes a liftgate.	1	$0.00	**$0.00**

Subtotal	$24,402.00
Freight	$595.00
Tax	$0.00
Total	$24,997.00

West Chicago Sharks Swim Team Equipment Purchases Since 2007

Item	Qty	Price	Total
Daktronics Touchpads	4	$ 1,499.00	$ 5,996.00
Colorado Touchpads	6	$ 971.13	$ 5,826.78
Daktronics Lane Modules	8	$ 205.00	$ 1,640.00
Colorado Backup Button	16	$ 65.00	$ 1,040.00
Daktronics Horn Start System	1	$ 1,150.00	$ 1,150.00
Dell All-In One Computer	2	$ 649.99	$ 1,299.98
Meet Manager Program	1	$ 475.00	$ 475.00
Daktronics Deck Cabling	1	$ 160.00	$ 160.00
Daktronics Omnisport Timing Console	1	$ 2,100.00	$ 2,100.00
Brother Printer	3	$ 99.99	$ 299.97
IST Pace Clocks	2	$ 1,285.00	$ 2,570.00
Daktronics Reaction Pads	6	$ 1,500.00	$ 9,000.00
Total			$ 31,557.73

West Chicago High School Swim Team Purchases Since 2007

Item	Qty	Price	Total
Kiefer Advantage II Lane Lines	7	$ 539.00	$ 3,773.00
Backstroke Flags	2	$ 225.00	$ 450.00
Pull Buoys	10	$ 9.95	$ 99.50
Daktronic Lane Module	1	$ 205.00	$ 205.00
Kiefer Colored Fins	15	$ 23.95	$ 359.25
Daktronic Touch Pads	2	$ 1,050.00	$ 2,100.00
			$ -
			$ -
			$ -
			$ -
Total			$ 6,986.75

GALE
A Cengage Company

IT'S TIME TO RENEW YOUR SUBSCRIPTION!

THREE WAYS TO RENEW!

3/14/19

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www.gale.com/myaccount

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Sign and email a PDF to subscriptionrenewal@cengage.com or fax to 1-800-990-4253

3 To Prepay:
Sign and fax this renewal notice to 1-800-990-4253 then mail a copy, with payment, to Gale; PO Box 95501; Chicago IL 60694-5501

QUESTIONS?

Contact your Subscription Renewal Specialist Martin Petz at (800) 877-4253 x18558 or martin.petz@cengage.com.

GALE'S RENEWAL POLICY

Renew today and you will not be invoiced until your subscription start date. Payment is not due until 30 days after your subscription start date. Need to pay immediately? Select - Invoice Now when you renew.

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No problem, we can consolidate all of your renewals into one contract with the start date of your choice. Call your Subscription Renewal Specialist to align your contracts today.

CONTRACT NUMBER: 545866 **PROMO CODE:** 19RNW012 **NOTICE DATE:** 3/01/19

ITEM NUMBER	USERS	SITES	DESCRIPTION	SUBSCRIPTION TERM*	PRICE
9780787633691	Unlimited	Unlimited	LITERATURE RESOURCE CENTER	07/01/19 to 06/30/20	
9780787633707	Unlimited	Unlimited	GALE BIOGRAPHY IN CONTEXT	07/01/19 to 06/30/20	
176168	Unlimited	Unlimited	GALE OPPOSING VIEWPOINTS IN CONTEXT	07/01/19 to 06/30/20	
9780787649258	Unlimited	Unlimited	GALE STUDENT RESOURCES IN CONTEXT	07/01/19 to 06/30/20	

SUBTOTAL	$9,900.00
SALES TAX	$0.00
RENEWAL TOTAL	**$9,900.00**

You do not need a purchase order to provide your intent to renew, simply check the "Hold Invoice for Purchase Order" box to avoid interruption of your subscription.

SIGN HERE TO RENEW

AUTHORIZED SIGNATURE OF LICENSEE _____ DATE _____

E-MAIL ADDRESS _____ TITLE _____

CHOOSE ONE PAYMENT METHOD

◯ INVOICE ON SUBSCRIPTION START DATE* ◯ INVOICE NOW ◯ INVOICE WITH PURCHASE ORDER _____ ◯ HOLD INVOICE FOR PURCHASE ORDER

◯ PAY WITH CREDIT CARD NUMBER _____ EXP _____ CVN _____

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INVOICE TO
Account #: 156830
COMMUNITY HIGH SCHOOL DISTRICT 94
Accounts Payable
157 WestWashington Street
WEST CHICAGO, IL 60185

DELIVERY TO
Account #: 156830
COMMUNITY HIGH SCHOOL DISTRICT 94
BRITTA RENWICK
326 JOLIET ST
WEST CHICAGO, IL 60185-3142

OverDrive

INVOICE

Invoice Number	H-0057521
Date	03/21/2019
Page	1 of 1

One OverDrive Way
Cleveland OH 44125
Phone: (216) 573-6886 Fax: (216) 573-6888
Email: invoicing@overdrive.com

Remittance Address:
PO Box 72117
Cleveland, OH 44192-0002

Bill To:
West Chicago Community High School
District 94
157 West Washington Street
West Chicago IL 60185

Sold To:
West Chicago Community High School
District 94
326 Joliet St
West Chicago IL 60185-3142

Customer ID	Customer Email	Purchase Order No.	Payment Terms
4416-0001	bfrechmann@d94.org		Net 30

Description	Amount Due
School Digital Library Annual Collection Credit	$6,000.00
For the Twelve Month Period July 2019 - June 2020	

Total	$6,000.00
Tax Amount	$0.00
Amount Due	**$6,000.00** USD

Please make check payable to OverDrive, Inc.

ProQuest LLC
6216 Paysphere Circle
Chicago IL 60674
Telephone (800) 521-0600
(734)761-4700

FTID - 39-2053855

Bill To:
Britta Renwick
Comm High School Dist #94
326 Joliet St
West Chicago, IL 60185-3142

Ship To:
Britta Renwick
Comm High School Dist #94
326 Joliet St
West Chicago, IL 60185-3142

Invoice	
Order Number US1677224A	**Page** 1 of 1
Subscription Start Date 01-AUG-2019	

Description	Item	Inclusive Dates	Qty	Format	Customer Reference	Tax	List Price	Dscnt	Net Price
Comm High School Dist #94									
US Midwest Newsstream	USMIDWESTNEWS	01-AUG-19 - 31-JUL-20	1	Electronic		N			
Research Library Prep 2016+	RESLIBPREP	01-AUG-19 - 31-JUL-20	1	Electronic		N			

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78

Sub-Total	5,043.95
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Total Charges (USD)	**5,043.95**

Community High School District 94

District Administrative Center
157 W. Washington Street
West Chicago, IL 60185
Policy Committee Meeting
March 21, 2019
5:00 PM

Agenda

Committee Members:
Gary Saake, Board President
Rich Nagel, Board Member
Douglas Domeracki, Superintendent, Ex Officio

1. Roll Call
2. Public Comment
3. Review of Board Committee Recommendations of IASB Draft Policies in Sections:
   Section 2 - Board of Education
   Section 4 - Operational Services
   Section 5 - Personnel
   Section 6 - Instruction
   Section 7 - Students
   Section 8 - Community Relations
4. Recommendations for Revisions of IASB Policies in the Following Sections:
   Section 2 - Board of Education
   Section 4 - Operational Services
   Section 5 - Personnel
   Section 6 - Instruction
   Section 7 - Students
   Section 8 - Community Relations
5. Adjournment

Community High School District 94
157 W. Washington Street
West Chicago, IL 60185
Policy Committee Meeting
March 21, 2019
5:00 p.m.
Conference Room

MINUTES

The meeting was called to order at 5:00 p.m.

1. Roll Call: Gary Saake, Rich Nagel, Douglas Domeracki.
   Also present: Moses Cheng - Principal, David Blatchley – Director of Business Services, Cheryl Moore – Director of Human Resources, Brian Zumpf - IASB Policy Director, Ken Carter – IASB Policy Consultant and Cheryl Glunt

2. Public Comment
   There was no public comment.

3. Policy Committee members, Dr. Cheng, Mr. Blatchley, Ms. Moore and representatives from IASB reviewed the following IASB draft policies and agreed on the following recommendations to the Board of Education:
   - 5:170 Copyright. Adopt the committee's recommendation.
   - 6:190 Extracurricular and Co-Curricular Activities. Adopt the committee's recommendation.
   - 5:10 Equal Employment Opportunity and Minority Recruitment. Adopt the committee's recommendation.
   - 5:20 Workplace Harassment Prohibited. Adopt the committee's recommendation.
   - 5:35 Compliance with the Fair Labor Standards Act. Adopt the committee's recommendation.
   - 5:330 Sick Days, Vacation, Holidays, and Leaves. Adopt the committee's recommendation.
   - 7:30 Student Assignment the Superintendent or designee shall assign students to classes. Homeless children shall be assigned according to Board policy 6:140, Education of Homeless Children. Homeless children shall be assigned according to Board policy 6:140, Education of Homeless Children. Adopt the committee's recommendation.
   - 6:10 Educational Philosophy and Objectives. Adopt the committee's recommendation.
   - 6:30 Organization of Instruction. Adopt the committee's recommendation.
   - 6:145 Migrant Students. Adopt the committee's recommendation.
   - 6:280 Grading and Promotion. Remove "PARCC" and insert "statewide assessment".
   - 2:20 Powers and Duties of the Board of Education; Indemnification. Do not adopt the committee's recommendation. Leave as is in PRESS.
   - 2:150 Committees. Adopt the committee's recommendation.
   - 2:220 Board of Education Meeting Procedure. Leave as is in PRESS.
   - 2:230 Public Participation at Board of Education Meetings and Petitions to the Board. Adopt the committee's recommendation.
   - 2:260 Uniform Grievance Procedures. Adopt the committee's recommendation.

- 4:60 Purchases and Contracts. Adopt the committee's recommendation. Incorporate language on contract approval parameters.
- 4:80 Accounting and Audits. Leave as is in PRESS. It will be reviewed at a later time.
- 4:140 Waiver of Student Fees. Adopt the committee's recommendation.
- 5:120 Employee Ethics; Conduct, and Conflict of Interest. Leave as is in PRESS. It will be reviewed at a later time.
- 5:140 Solicitations By or From Staff. Adopt the committee's recommendation.
- 7:260 Exemption from Physical Education. Adopt the committee's recommendation.
- 8:30 Visitors to and Conduct on School Property. Do not adopt the committee's recommendation. Leave as is in PRESS.
- 8:110 Public Suggestions and Concerns. Adopt the committee's recommendation.

Mr. Zumpf stated that, once our policy manual is complete, we will receive two links, one of which will be used for posting on our website and the other will be used for making edits to policy.

4. Draft Updates:
   Mr. Zumpf made reference to Draft Updates that were pertinent to attendees at the meeting:
   - 2:80 Board Member Oath and Conduct. Mr. Zumpf said this is t he new statutory oath,
   - 7:270 Administering Medicines to Students. Will need to follow up on possibly adding asthma medication.

   Mr. Zumpf stated a redlined draft of the manual will be sent to the District by April 9, 2019. Dr. Domeracki will forward the draft to committee members, and it will be brought to the April 16, 2019 Board meeting for 1st reading. If approved at 1st reading, it was agreed that a clean draft will be brought to the April 30, 2019 organizational meeting for 2nd reading. It was the recommendation of IASB that the policy manual be approved as soon as possible.

5. Motion by Rich Nagel, seconded by Douglas Domeracki, that the Policy Committee Meeting be adjourned at 6:02 p.m.

DRAFT

PRESS Policy Edits – West Chicago Community High School District 94

a. **Policy 5:170** – We need to fill in the DMCA contact information

Robert Schmidt
326 Joliet St
West Chicago, IL 60185
(630)876-6557

b. **Policy 6:190** – We will need to fill in the District's academic criteria for participation

Replace the section of the last paragraph:

In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain an overall ___ grade point average. Any student-participant failing to meet these academic criteria shall be suspended from the activity for ___ calendar days or until the specified academic criteria are met, whichever is longer.

With

In order to participate in school supported IHSA athletic or IHSA extracurricular activities, a student must meet the eligibility participation requirements established by the IHSA. Any student participant failing to meet the IHSA eligibility participation requirements shall be suspended from the activity for the duration of the eligibility duration period as established by the IHSA.

Omit #3 as discussed: *The District has sufficient financial resources for the activity.*

c. **Policy 5:10** - The address is wrong as listed under the Non-Discrimination Coordinator and Complaint Manager section. It should be:

Cheryl Moore, Director of Human Resources
157 W. Washington St.
West Chicago, IL. 60185

d. **Policy 5:20 -** They address is wrong as listed under the Non-Discrimination Coordinator and Complaint Manager section.

Cheryl Moore, Director of Human Resources
157 W. Washington St.
West Chicago, IL. 60185

e. **Policy 5:35 - Paragraph 2 -** Workweek and Compensation - Third sentence – *For non-exempt employees paid a salary, the salary is paid for a 40-hour work week even if an employee is scheduled for less than 40 hours.*
This is incorrect, it needs to be removed · I would want that paragraph to read:

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. "Overtime" is time worked in excess of 40 hours in a single workweek. Exempt employees will be compensated on a salaried basis.

f. **Policy 5:330 - Vacation Holidays, Personal Leave.** Missing words highlighted in yellow: "Employee not covered by this agreement receive vacation, holidays, and personal leave on the same terms and conditions as those covered by the applicable collective bargaining agreement(s)."

g. **Policy 7:30 – Student Assignment...** We were not going to adopt. Remove from the draft PRESS manual

h. **Policy 6:10 – Educational Philosophy and Objectives** – We determined that the second section below would be removed from the policy:

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

~~In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:~~

~~1. A review and evaluation of the present curriculum.~~

~~2. A projection of curriculum and resource needs.~~

~~3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.~~

~~4. Any plan for new or revised instructional program implementation.~~

5. ~~A review of present and future facility needs.~~

i. **Policy 6:30 – Organization of Instruction** – Legal References, 105 ILCS 5/10-20.19a, 5/10-20.37, and 5/10-22.18 will need to be removed as they reference kindergarten instruction.

j. **Policy 6:145 – Migrant Students** – IASB was going to review the need for this policy. Per their counsel, this needs to remain because we receive Title I funding.

k. **Policy 6:280 – Grading and Promotion** – PARCC is the only assessment that is referenced in legislative language. Once the ISBE and legislators address assessment, a correction will be coming in a future policy update. Until then it needs to remain in PRESS.

Commented [DD1]: No changes made to these policies. The comments refer to follow-up from IASB

l. **Policy 2:20 – powers and Duties of the Board of Education; Indemnification** – Point # 13. We are a single school district, should this entire point be removed?

m. **Policy 2:150 – Committees** – Our discussion is completely missing from the PRESS policy. Replace the Standing Board Committees with the following:

Standing Board Committees

Standing committees are created by the Board for indefinite terms to fulfill continuing District needs for investigation and monitoring of specific issues. Board- COMMUNITY HIGH SCHOOL DISTRICT 94 Series 1000 1-9- appointed committees are subject to the requirements of the Open Meetings Act regardless of the number of board members on the committee.

The following standing committees have been established by the Board:

Committee	Primary Focus
Education Committee:	Curricular, co-curricular, and extracurricular programs of the District.
Facilities Committee:	Physical assets of the District in the delivery and support of the institution's mission and purpose.
Human Resources Committee:	Employee recruitment, retention, compensation, evaluation, and professional development.
Communications Committee:	Internal and external communications, community outreach and engagement.
Finance Committee:	Fiscal operations of the District including budgeting, reporting, risk management, forecasting, and investments.
Policy Committee:	Review, propose, and maintain district policies and review Administrative Procedures to ensure they comply with Board Policy.

The President shall appoint Board members, and Superintendent shall appoint District personnel to serve on standing committees. The Superintendent and President shall be members of each standing committee of which they are not appointed members. A chairperson may be selected by committee members.

n. **Policy 2:220– Board of Education Meeting Procedure** – Does Pass vote need to be mentioned in the policy?

o. **Policy 2:230 – Public Participation at Board of Education Meetings and Petitions to the Board** – The limitation of 30 minutes is not addressed. Replace the second sentence in number two (2) as follows:

~~Ordinarily, comments shall be limited to 5 minutes~~. **Replace with:**
The presentation by any one member of the public shall be limited to five (5) minutes and the total time allotted to public participation shall be limited to thirty (30) minutes.

Remove #3: ~~Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak~~.

Should we incorporate our current point D or H into our new policy?

Commented [DD2]: For discussion at policy committee and not suggestion to IASB

p. **Policy – 2:260 – Uniform Grievance Procedure** – Move the complaint and Nondiscrimination coordinators (as well as references to other individuals) to an appendix referring back to the policy. Within the policy, refer to Appendix.

q. **Policy 4:60 – Purchases and Contracts** – Should include contract delegation authorizations recently enacted (under $5,000, etc.)

r. **Policy 4:80 – Accounting and Audits** – Should the disposal of district property thresholds (original costs, inventoried items, etc.) be blended into procedure or include language in policy?

Within the Annual Financial Report, second sentence: The superintendent **or designee** shall review and discuss the Annual Financial Report with the Board before it is submitted.

Commented [DD3]: Add designee

Control Requirements for Checks: ...checks should be signed by treasurer or principal. Current policy 3311 states just treasurer signs – Dave's recommendation is to leave as currently being practiced. Currently both signatures are signed by the Treasurer and Prinicpal.

Commented [DD4]: Replace "or" with "and"

s. **Policy 4:140 – Waiver of Student Fees** – under the verification section there is a reference to the National School Lunch Act. We are not a part of the National School Lunch program and would like to see that reference removed. We could use the same language as outlined in 4:130...*Standards set annually by7 the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.*

t. **Policy 5:120 – Employee Ethics; Conduct, and Conflict of Interest** – Clarify the circumstances students can participate in promoting a candidate or referendum. As a part of an approved curriculum, voluntarily involved.

u. **Policy 5:140 – Solicitations By or From Staff** – add "or designee" after Superintendent.

v. **Policy 7:260 – Exemption from Physical Education** – Remove paragraph that starts: *Students in grades 7 and 8* ... We are a high school and do not have any 7th or 8th grade students.

w. **Policy 8:30 – Visitors to and Conduct on School Property** – clarify who is a visitor and district employee. Contract service personnel and Board members should be referenced.

x. **Policy - 8:110 – Public Suggestions and Concerns** - The Committee recommends adopting PRESS. Incorporate current policy 1601, Principles, item E into 8:110

Board of Education

Board Member Oath and Conduct

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

> **I**, (*name*), **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Community High School District 94, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.
>
> **I further swear** (or affirm) that:
>
> **I shall respect** taxpayer interests by serving as a faithful protector of the School District's assets;
>
> **I shall encourage** and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;
>
> **I shall recognize** that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; ~~and~~
>
> **I shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;~~.~~
>
> **As part of the Board of Education**, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;
>
> **I shall foster** with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Community High School District 94;
>
> **I shall assist** in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;
>
> **I shall strive** to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;
>
> **I shall serve** as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Community High School District 94; and
>
> **I shall strive** to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

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

DRAFT UPDATE

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

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

ADOPTED:

Board of Education

Board Member Development

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

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

Mandatory Board Member Training

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development 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 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 may request a veteran Board member to mentor a new member.
3. 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 of Education Meetings)

ADOPTED:

Board of Education

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
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 (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 ~~(P.A. 100-29, final citation pending)~~
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to ~~the~~ 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 ~~here~~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.

DRAFT UPDATE

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, Uniform Grievance Procedure.

Investigation

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(s)/guardian(s) 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, (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, (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 of 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 ~~of sexual harassment~~ contains allegations involving the Superintendent, 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. ~~The Superintendent will keep the Board informed of all complaints.~~

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.

DRAFT UPDATE

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 of 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, within 30 school business days after receiving the Complaint Manager'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 a 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 the complaint process in 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, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers..

Nondiscrimination Coordinator:

Cheryl Moore, Director of Human Resources
Name
326 Joliet Street, West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

Complaint Managers:

Dave Pater, Director of Student Services
Name
326 Joliet Street, West Chicago, IL 60185
Address
dpater@d94.org
Email
630/876-6216
Telephone

Cheryl Moore, Director of Human Resources
Name
326 Joliet Street, West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

DRAFT UPDATE

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.
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 ~~(P.A. 100-29, final citation pending)~~, 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), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 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), 7:310 (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:

Operational Services

Incurring Debt

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

Bond Issue Obligations

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from gross income for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF. Securities Act of 1933, 15 U.S.C. §77a et seq.
Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.
17 C.F.R. §240.15c2-12.
Bond Authorization Act, 30 ILCS 305/2 ~~and~~
Bond Issue Notification Act, 30 ILCS 352/~~1 et seq~~.
Local Government Debt Reform Act, 30 ILCS 350/.
Tax Anticipation Note Act, 50 ILCS 420/.
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

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

ADOPTED:

DRAFT UPDATE

Operational Services

Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks

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

Delinquent Debt Recovery

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

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

ADOPTED:

Operational Services

Accounting and Audits

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

Annual Audit

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

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.

Taxable Fringe Benefits

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

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2)

obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

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

Internal Controls

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

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

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

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

ADOPTED:

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 or from school or to or from (s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement 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.

DRAFT UPDATE

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 ~~Illinois~~ Ill. State Board of Education (ISBE). ~~(~~29 Ill.Admin.Code Part 1500~~)~~.

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 movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

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.

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 ~~Illinois~~ Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

DRAFT UPDATE

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, 5/10-20.5~~6~~7, 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:

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 race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or 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 policy 7:20, *Harassment of Students Prohibited.*

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of ~~unwelcome sexual advances, requests for sexual favors, and other~~ verbal, ~~or~~ physical, or other conduct~~,~~ or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal 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, ~~or~~ 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 Complaint~~: Enforcement~~

~~A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. 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 bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).~~

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved employees~~persons~~, ~~who~~ 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.

~~Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances~~

~~under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.~~

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. 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 complaint according to that policy, in addition to any response required by this policy 5:20, Workplace Harassment Prohibited.

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

Nondiscrimination Coordinator:

Cheryl Moore, Director of Human Resources
Name
326 Joliet Street, West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

Complaint Managers:

Dave Pater, Director of Student Services
Name
326 Joliet Street, West Chicago, IL 60185
Address
dpater@d94.org
Email
630/876-6216
Telephone

Cheryl Moore, Director of Human Resources
Name
326 Joliet Street, West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator 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. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

DRAFT UPDATE

A violation of this policy 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 employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, 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 bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure), and 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 and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

DRAFT UPDATE

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 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), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.
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. Sundown Offshore Services, 523 U.S. 75 (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), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

ADOPTED:

General Personnel

Exhibit - Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A. 100-554) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report;

THEREFORE, BE IT RESOLVED, by the Board of Education of *[insert name]*, *[insert county]* County, Illinois, as follows:

Section 1: The Board adopts Board policy 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report.

Section 2: Any prior versions of Board policy 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this ____ day of _____, 20___.

Attested by: _____, Board President

Attested by: _____, Board Secretary

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80(c) of the School Code.

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. ~~Department~~ 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 an Immigration and Naturalization Service 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 Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
3. 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 ~~sites~~accounts.
4. 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, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a 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, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

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*.

DRAFT UPDATE

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.
~~Employee Credit Privacy Act,~~ 820 ILCS 70/, Employee Credit Privacy Act.
~~Right to Privacy in the Workplace Act, 820 ILCS 55/.~~
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.
~~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 5/24-1 et seq.~~
~~820 ILCS 55/ and 70/.~~
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985)~~483 N.E.2d 956 (Ill.App.1, 1985)~~, *aff'd in part and remanded* 115 Ill.2d 482~~505 N.E.2d 314~~ (Ill.~~,~~ 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984)~~468 N.E.2d 822 (Ill.App.2, 1984)~~.
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945)~~59 N.E.2d 695 (Ill.App.1, 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 (Educational Support Personnel - Duties and Qualifications)

ADOPTED:

General Personnel

Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

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

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the

District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

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

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

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

Miscellaneous Expenses

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

LEGAL REF.: 50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
~~Local Government Travel Expense Control Act, 50 ILCS 150/~~
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED:

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.

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 9 through 12 to identify the warning signs of mental illness and suicidal behavior in ~~adolescents and teens~~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 one year 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 5 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. Education for staff instructing students in grades 9 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.
7. 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. 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. 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 8-19-2014 must be certified before their position's start date.
10. 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. 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. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

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*.

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.

DRAFT UPDATE

LEGAL REF.: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.
7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.610 ~~(P.A. 100-14, final citation pending)~~, 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 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.
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
77 Ill.Admin.Code §527.800.

CROSS REF.: 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)

ADOPTED:

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, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

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.

DRAFT UPDATE

LEGAL REF.: 105 ILCS 5/10-20.67 (P.A. 100-596, final citation pending), 5/21B-20(2), ~~and~~ 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:

Instruction

School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students 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, 5/10-24.46, ~~5/18-8.05,~~ 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., 1994), *aff'd by* 57 F.3d 618 (7th Cir., 1995).

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

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and, for students entering the 9th grade in the fall of 2016 and each year after it, 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~~a~~) 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~~b~~) 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.

2. In each grade, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.

3. In each grade, 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.

4. In each grade, 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.

5. 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.

6. 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.

7. 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 policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*

8. 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.

9. 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.

10. 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.

11. 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.

12. In all schools, United States 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, and (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.

    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.

13. In 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.

DRAFT UPDATE

14. In all schools, the curriculum includes ~~a unit of instruction~~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.

15. In all schools, the curriculum includes ~~a unit of~~ instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.

16. In all schools, the curriculum includes ~~a unit of~~ 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.

17.

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.

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.
~~Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.~~
~~Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).~~
~~47 C.F.R. §54.520.~~

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:

Instruction

Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; and (b) other grade-level acceleration. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

Instruction

Field Trips and Recreational Class Trips

Field Trips, Student Travel and Optional Student Travel

This policy applies to Field Trips, Student Travel, and Optional Student Travel.

As used in this Policy:

- "Field Trips" refers to trips that are a required part of a District class; examples of Field Trips include, but are not limited to, annually scheduled trips to museums, concerts, places of business or industry, or field trips related to instruction provided as part of the District's curriculum. Field trips are permissible when the experiences are an integral part of the school curriculum and contribute to the District's educational goals.
- "Student Travel" refers to travel undertaken by students as a customary part of a District-approved program or extracurricular activity; examples of Student Travel include, but are not limited to, student exchange programs previously approved by the Board of Education, or interscholastic activities of District-sponsored teams or clubs sanctioned by organizations such as the Illinois High School Association or NASSP.
- "Optional Student Travel" refers to optional travel undertaken by a school club or group of students outside of school; examples of Optional Student Travel include, but are not limited to, a trip to Spain by the Spanish club, trips to a Shakespeare festival by the Drama Department, trips by WeGo Global, or District-sponsored senior class trips.

Any other trip or tour, including but not limited to privately arranged trips or tours, and privately arranged trips or tours led or supervised (in whole or in part) by District staff members, shall not be represented as or construed to be sponsored by the Board of Education, the District, West Chicago Community High School, or its employees, agents, or representatives (collectively, the "District"). The District does not provide liability protection for such trips or tours and is not responsible for any damages arising from them. Please refer to Board Policy 7205 and Board Procedure 7205P.

All Field Trips, Student Travel, and Optional Student Travel must have the Superintendent or designee's prior approval, except that Field Trips, Student Travel, or Optional Student Travel beyond a 250-mile radius of Community High School must have the prior approval of the Board of Education. All requests for trips covered by this Policy must be made in writing to the Superintendent or his/her designee on the appropriate form provided by the District, and shall include a rationale for the trip and completion of all items included on the form. Requests for Field Trips (regardless of the location or duration of the trip) must be submitted for approval at least fourteen (14) days prior to the date of the proposed trip. Requests for Optional Student Travel within a 250-mile radius of Community High School must be submitted for approval not less than forty-five (45) days before the trip is scheduled to begin. Requests for Student Travel and Optional Student Travel beyond a 250-mile radius of Community High School must be submitted for approval not less than ninety (90) days before the trip is scheduled to begin. In the event travel out-of-state or beyond 250 miles is a result of a culminating competition, the Superintendent is granted authority to preclude required notice. Each requested trip covered by this Policy that is properly submitted for approval shall be reviewed using the following factors: educational value, student safety, cost, parent concerns, heightened security alerts, and liability concerns. No registration, reservations, fundraising, or other related activity shall be conducted prior to approval by the appropriate authority.

All trips covered by this Policy shall be adequately supervised as determined by the Activity Director and/or Building Principal, by District employees and other adults and, in general,

minimize loss of student attendance days. If possible, all trips covered by this Policy should be planned on non-student attendance days.

On all Field Trips and Student Travel, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs. Parents/guardians of students (1) shall give their written consent to their child's participation in any Field Trip or Student Travel, and (2) are responsible for all entrance fees, food, lodging, or other costs. The District will pay such costs for students who qualify for IHSA events and for field trip expenses for those students who are eligible for a waiver and/or reduction of student fees. Any Field Trip or Student Travel may be cancelled without notice due to an unforeseen event or condition. All eligible students that do not participate in an approved Field Trip shall be provided an appropriate alternative learning experience; the teacher shall arrange for such alternative learning experience as well as the supervision of the non-participating students, when appropriate.

Parents/guardians of students (1) shall give their written consent to their child's participation in any Optional Student Travel, and (2) are responsible for all fees, substitute costs, transportation costs, food, lodging, or other costs related to the Optional Student Travel. The District will not pay or be responsible for any costs related to Optional Student Travel. Any Optional Student Travel may be cancelled without notice due to an unforeseen event or condition.

On all trips covered by this Policy, an "Emergency Treatment Release for Minors" form provided by the District must be completed and signed by the parent/guardian of a minor student. This form will be submitted to the staff sponsor of the field trip at least five (5) days before the date of the trip. These completed forms will be available throughout the trip to be used in the event of a medical emergency. Students that do not turn in a completed form shall not participate in the trip.

To the fullest extent permitted by law, the District cannot and does not assume responsibility for the safety and welfare of students while engaged in any trip covered by this Policy. The District cannot prevent injuries during these trips. Staff and other chaperones cannot control each and every student at all times, cannot control the conditions present, and cannot be physically present at all times during these trips. By permitting their student to participate in a trip covered by this Policy, the parent(s)/guardian(s) understand(s) and agree(s) that their child must abide by all District rules and regulations, and all staff and chaperone instructions while on the trip. The parent(s)/guardian(s) must discuss with their student the District rules and regulations that will apply to them during the trip, and that their student must follow the instructions of District staff and chaperones while on the trip. Parent(s)/guardian(s) who permit their student(s) to go on any trip covered by this Policy must (1) accept full and complete responsibility and liability for the participation of their student on the trip, including responsibility and liability for any injury to their student or caused by their student; and (2) agree to indemnify and hold harmless the District from and against any and all claims, damages, causes of action or injury, including reasonable attorneys' fees and costs expended in defense thereof, which are incurred, arise out of, or result in any way from their student's participation in the trip, including any transportation provided for the trip.

Private Trips

The Board of Education believes that conducting or sponsoring trips, tours, or other organized travel arrangements for students or employees that are not Field Trips, Student Travel, or Optional Student Travel (as those terms are used and defined in Board Policy 7204) is not a proper function for a public school district. Therefore, the District shall not organize, conduct or sponsor any form of tour, trip or travel arrangements for students or employees that does not meet the requirements of Board Policy 7204, including but not limited to privately arranged trips or tours, and privately arranged trips or tours led or supervised (in whole or in part) by District staff members. Such tours, trips, or travel arrangements are referred to in this policy as "Private Trips."

The Superintendent may permit Private Trips that he/she in their sole discretion determine are legitimate to be advertised to students and employees at school provided such advertisement is not done during class time, no endorsement or approval by the Board of Education, the District, West Chicago Community High School, or its employees, agents, or representatives (collectively, the "District") is given or implied, and such advertising includes a disclaimer of liability and/or responsibility on the part the District.

Students may not be solicited during the school day to participate in Private Trips. Informational meetings regarding Private Trips may be held on school premises; however, such meetings may not be held during the school day.

In the event that a Board of Education member or District employee is in any way involved with the Private Trip, that board member or employee shall make a full disclosure to the Superintendent of any financial interest s/he may have in the Private trip and/or any consideration s/he will receive as a result of his/her involvement with the Private Trip.

To the fullest extent permitted by law, the District cannot and does not assume responsibility for the safety and welfare of students while engaged in any Private Trip. The District cannot prevent injuries during these trips. The District has no ability or authority to direct or control the actions of any staff or chaperones associated with a Private Trip. Parent(s)/guardian(s) who permit their student(s) to go on any Private Trip must (1) accept full and complete responsibility and liability for the participation of their student on the trip, including responsibility and liability for any injury to their student or caused by their student; and (2) agree not to bring any claims against, and to otherwise indemnify and hold harmless the District from and against any and all claims, damages, causes of action or injury, including reasonable attorneys' fees and costs expended in defense thereof, which are incurred, arise out of, or result in any way from their student's participation in the Private Trip, including any transportation provided by the trip.

A procedure regarding the advertisement of Private Trips to students and/or employees shall be developed and shall accompany this policy.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 7:270 (Administering Medicines to Students)

ADOPTED:

Instruction

Community Resource Persons and Volunteers

The Board of Education encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications,* to establish procedures for securing and screening resource persons and volunteers. A person who is a "*sex offender*," as defined by the Sex Offender Registration Act, or a "*violent offender against youth*," as defined in the ~~Child~~ Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
720 ILCS 5/12C-50.1, Failure to Report Hazing.
730 ILCS 150/1 et seq., Sex Offender Registration Act.
730 ILCS 152/101 et seq., Sex Offender Community Notification Law. ~~and~~
730 ILCS 154/75 et seq. ~~105~~, Murderer and Violent Offender Against Youth Community Notification Law.
730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED:

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit ~~courses~~ at both the college and high school level

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

> Ongoing participation in an interscholastic or extracurricular athletic program (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)

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education.* **Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and*

DRAFT UPDATE

Student Transfers To and From Non-District Schools. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill.Admin.Code §§1.425(e) and (f), 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

ADOPTED:

Students

School Admissions and Student Transfers To and From Non-District Schools

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 ~~temporary~~permanent record, and return the ~~original~~certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill.~~inois~~ Dep~~artment~~. of Children and Family Services when enrolling in or changing schools.

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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.

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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 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:

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 6 (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, 9 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, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, 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 of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 9 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 identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
5. 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.
6. 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,

DRAFT UPDATE

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.

7. 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.

~~7.~~8. 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.

~~8.~~9. 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.

~~9.~~10. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a ~~chronic~~ truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.

~~10.~~11. 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.

~~11.~~12. 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 6 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, *Students School Admissions and Student Transfers To and From Non-District Schools*.

~~12.~~13. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum ~~academic or~~ 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), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED:

Students

Health and Eye Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

DRAFT UPDATE

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

DRAFT UPDATE

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act~~, 42 U.S.C. §11431 et seq.~~
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill.Admin.Code §1.530.
77 Ill.Admin.Code Part 665.
77 Ill.Admin.Code Part 690.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED:

Students

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and *Where* Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug or controlled substance, or cannabis (including ~~medical cannabis,~~ marijuana, ~~and~~ hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    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*.

a. 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.

b. 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.

c. "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.

d. 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, 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 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.

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 of Education 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, vandalism, 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, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. 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.

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

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 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 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.

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 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

DRAFT UPDATE

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994. ~~Gun-Free Schools Act, 20 U.S.C. §7961 et seq.~~
~~Pro-Children Act of 1994, 20 U.S.C. §6081.~~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.
~~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, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.~~
23 Ill.Admin.Code §1.280.

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), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

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 ~~problems~~needsthat impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such ~~problems~~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.: Children's Mental Health Act of 2003, 405 ILCS 49/.
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/.
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:

Students

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse. 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 course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 9-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. ~~1.~~ 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*.

DRAFT UPDATE

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)~~, (f)~~.

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED:

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

Self-Administration of Medication

A student may possess an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADOPTED:

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 5/2-3.163(c)(2)-(7). 16~~3~~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. ~~For students in grades 7 through 12, implementation shall incorporate t~~The training required by 105 ILCS 5/10-22.39 for ~~school guidance counselors, teachers, school social workers, and other~~ licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth ~~adolescents and teens~~ 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. ~~For all students, implementation shall incorporate Illinois~~ 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 at a potentially 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.

DRAFT UPDATE

LEGAL REF.: 105 ILCS 5/2-3.16~~63~~, 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:

DRAFT UPDATE

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
   a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
   b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
      i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
      ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
   c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
   d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
   e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
   f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
   g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion,* which includes its *Return to Play (RTP) Policy*. These specifically require that:

   a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.

   b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

   c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.

4. Require all student athletes to view the ~~Illinois High School Association's~~IHSA video about concussions.

5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the ~~Illinois High School Association~~IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the ~~Illinois High School Association~~IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

DRAFT UPDATE

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED:

BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
March 19, 2019, 7:00 PM
WEST CHICAGO COMMUNITY HIGH SCHOOL
326 Joliet Street
West Chicago, IL 60185

OPENING ACTIVITIES

1. Call to Order at 7:00 p.m.
2. Dr. Moses Cheng led the Board and meeting attendees in the Pledge of Allegiance.
3. Ms. Yackey read the Mission Statement:
   "Community High School strives to promote and provide growth experiences in Learning, Leadership and Living."
4. Roll Call – Present were: Mr. Saake, Mr. Campos, Ms. Doremus, Mr. Kotche, Mr. Nagel, Ms. Scanlan and Ms. Yackey
   Absent – None
   Also in attendance: Dr. Domeracki, Mr. Blatchley, Ms. Moore, Dr. Cheng and Ms. Glunt
5. Additions to the agenda:
   None

GOOD NEWS OF THE DISTRICT:

1. Mark Poulterer was recognized for organizing the Feed My Starving Children events.
2. Paul Lichy was recognized for receiving an acknowledgement from the Illinois High School Association.

STUDENT RECOGNITION:

1. **February Student of the Month:**
   Neve Ryan
2. **February Academic Achiever:**
   Adam Hey
3. **Athletes of the Winter Season:**
   Teegan Cook
   Miguel Rodriguez-Soriz

PUBLIC PARTICIPATION:

There was no public participation.

ADMINISTRATIVE REPORTS AND INFORMATION:

1. Superintendent's Report:
   - Jeremy Grant gave an update on student activities.

   Dr. Domeracki reported the following:
   - There had been three FOIA requests.
   - A reception for adult volunteers will be held prior to the April 16th Board meeting. Staff have also been invited to attend.
   - Discussions are being held between the West Chicago Chief of Police and Dr. Domeracki regarding the possibility of School Resource Officers wearing body cameras in the

school. If this occurs, the intent is to begin this practice at the beginning of next school year. Procedures will be put in place as to when the cameras will be in use.

- Mr. Saake will provide a report later in the meeting regarding new development in the Village of Winfield. Representatives from Northwestern Medicine would like the opportunity to meet with two Board members to present their view of the taxing situation.
- Tickets for Prom will go on sale soon. The price of attending Prom has remained steady. Board members are invited to attend.
- Ten students have applied to participate in Project SEARCH. Northwestern Medicine can accommodate twelve students. Other school districts are beginning to participate in this program.
- Construction of the school addition will begin Saturday, March 23rd. Construction on the entire school will continue through the next two years.
- Due to scheduling difficulties, the data sharing meeting with District 33 has been cancelled.
- A link to the Board candidates' interviews has been added to the District's website.
- The next Policy Committee meeting will be held March 21. Twenty-four policies will be addressed at the meeting. The Policy Manual will be brought to the April 16, 2019 Board meeting for first reading.
- Meetings have been held with 25 staff members who have volunteered to discuss future student initiatives. Nicole Stadler, Brigitte Debs and Tim Dovichi presented a snapshot of possible initiatives which included:
  - Some sort of Homeroom or Advisory
  - Academic assistance, providing Tier 1 supports
  - Testing Facility Center

  Ms. Stadler, Ms. Debs and Mr. Dovichi stated these were just some ideas, and that they would have to be vetted and bargained. They asked if Board members were interested in these initiatives and if the committee should continue to move forward. Board members agreed they were in support of the program.

2. **Director of Business Services Report:**
   Mr. Blatchley reported that the Illinois Association of School Business Officials had created an advocacy website. He also reported that he had attended IDEA training at SASED.

3. **Director of Human Resources Report:**
   Ms. Moore reported the following:
   - The Regional Office of Education had completed a routine audit that occurs every 5 years with an on-site visit Thursday, March 14th. All practices were found to be very good, but the District's policies were found to be out of compliance. The auditors recommended that the District adopt PRESS as soon as possible.
   - A process is being developed to hire the next principal. Surveys will be sent to staff and community members, which will be used to develop a tool to screen applicants. The goal is to present a candidate to the Board of Education in May.
   - Ms. Moore is a member of the DuPage Equity and Excellence Committee sponsored by the Regional Office of Education. This committee assists districts in addressing a range of equity issues.

4. **Principal's Report:**
Dr. Cheng reported the following:
- Spring Parent Teacher Conferences had the second highest turnout in the last several years.
- The SAT and PSAT assessments will be administered in April.
- Commencement will be held May 22, 2019.

5. **Insurance Consultant Recommendations:**
Nancy Vatch of DSP Insurance Services gave a final analysis and recommendations regarding District 94 insurance plans.
Recommendation #1: Add a New BC Options Plan
- PPO with tiered level providers/networks
- 4 coverage levels (single, single + spouse, single + child(ren), family)
- Potential savings to members will be determined once the EBC releases the rates for this plan design
- Potential savings to district approximately $126,000 if 50% of thePPO $250 enroll in BC Options Plan
- 74% of all PPO providers utilized by D94 members are participating in the Blue Choice Options/Tier 1 network

Recommendation #2 – PPO 2 Plan Design – Deductibles and Out Of Pocket:
Increase deductible to 500/1000
- Potential savings to the district approximately $32,000
- 150 members of the total 403 members met the full $250 deductible – 37%
- Plan design aligns closer the other EBC member Districts & National PPO benchmarking data

Increase out of pocket to 2000/4000
- Potential savings to the district approximately $26,000
- 48 members of the total 403 members met the $1,300 maximum out of pocket – 12%
- Plan design aligns closer the other EBC member Districts & National PPO benchmarking data

Recommendation #3 – PPO 2 Plan Design – Co-Pay changes:
Add Emergency Room & Urgent Care Copays
- Current plan design does not provide any disincentive to seek out lower cost treatment options such as immediate / urgent care facilities
- Adding $150 ER and $75 Urgent care copay would save the plan approximately $23,000 annually

Change copay levels for primary and specialist office visit
- Potential savings to the district approximately $7,000
- Lower Primary Care copay and increase the Specialist copay; plan pays 100% thereafter
- Eliminate the 10% coinsurance for both primary and specialist visits

Recommendation #4 – PPO3 (HDHP)
Add HSA Contribution to the HDHP (PPO3)
- $500 single/$1000 family annually – aligns with national Employer HSA contribution benchmarking data
- Potential annual cost to the district $11,500 based on current enrollment

Other recommendations to consider:

- Add 4 tier options to all plans
- Consider Spousal Surcharge for spouses who have access to coverage elsewhere – average surcharge is $100 per month. Potential savings is unknown but may result in fewer family coverage
- Add a 4th tier specialty medication copay to offset the medical plan costs associated with these high cost medications. Specialty copays are common in national PPO and HMO benchmarking data; however are not common amongst the EBC member districts. DSP recommends this change for all medical plans on a go forward basis.

Other recommendations outside bargained health plans:

- Go "direct" with Metlife for Dental
- Go "direct" for Life and Disability
- Provide Wellness incentives
- Consider virtual benefit counselor software
- Educate staff on Voluntary Insurance to support enrollment in the PPO3 (HDHP)
- Replace current FSA vendor

It was noted that this information would be presented to the WCHSTA March 20, 2019. Annual renewal rates will be received March 21, 2019. It was noted that the above mentioned options would not be available for open enrollment in May. The possibility of doing a special enrollment in January was discussed.

6. **Board Organizational Special Meeting:**
   This item was addressed in New Business.

7. **New Development in the Village of Winfield:**
   At the Village of Winfield's request, Mr. Saake and Dr. Domeracki met with Erik Spande and Curt Barrett to hear their position on Northwestern Medicine Central DuPage Hospital and their perceived agreement with Winfield regarding taxable development. Representatives of Northwestern Medicine Central DuPage Hospital would like to meet with two Board members to present their concerns regarding the Village of Winfield's perception of the agreement. Ms. Doremus and Mr. Saake agreed to meet with individuals from Northwestern Medicine Central DuPage Hospital at a future date.

8. **Committee and Representative Reports:**
   Finance Committee Approval of Minutes:
   MOTION: That the Finance Committee approve the minutes of the meeting of March 15, 2019.
   MOTION: Mr. Campos
   SECOND: Mr. Kotche
   VOTE: Unanimous Approval on Roll Call Vote 5 – 0

9. **Open Comment – Board Members:**
   Ms. Doremus commented that the Special Olympics Wildcats won a silver medal at a State championship and that it would be a nice gesture for the Board to recognize those students. Mr. Nagel suggested that committees be formed with District 94 and individual feeder schools to hold data sharing meetings. The results of those meetings could then be shared at each district's Board meetings.

10. **Future Issues:**
There were no future issues.

CONSENT AGENDA (Roll Call)
Action items considered routine and/or which have been previously discussed by the Board will be enacted under one roll call motion unless removed for separate action upon Board request. They are enumerated under the heading "Recommended Action".

1. Items Removed from Consent Agenda for Separate Action:
Regular and Closed Session Minutes of the Board of Education Meeting – February 19, 2019

2. Consent Agenda Action for All Items Except those Listed in 1. Above.
MOTION: That the Board approve all items on the Consent Agenda which have not been specifically removed for separate action as shown on line 1. immediately above.
MOTION: Mr. Kotche
SECOND: Ms. Doremus
VOTE: Unanimous Approval on Roll Call Vote 7 - 0

CONSENT AGENDA ITEMS:

1. **Approval of Minutes**
   a. Special Board of Education Meeting – February 22, 2019
   b. Special Board of Education Meeting – March 7, 2019
   MOTION: That the Board of Education approve the minuets of the meeting(s) as listed above.

2. **Acceptance of Minutes**
   a. Finance Committee Meeting – March 15, 2019
   MOTION: That the Board of Education accept the minutes of the meeting as listed above.

3. **Approval of Financials**
   a. Approve Current Expenditures
   b. Imprest Fund Statement
   c. Treasurer's Report
   d. Statement of Position/Financial Report
   e. Statement of Revenue/Expenditures YTD Ending February 28, 2019
   f. 3-Year Budget/Actual Report
   g. Grant Reports
   h. Petty Cash Fund Report
   i. Student Activity Account Fund Balance
   j. New Vendors Monthly Report
   k. Quarterly Financial Reports
   l. Referendum Revenue & Expenditure Report
   m. Board Expenses
   MOTION: That the Board of Education approve the expenditures from February 15, 2019 to March 12, 2019 and accept the financial reports.

4. **Renewal of Illinois High School Association Membership**
   Students from West Chicago Community High School participate in Illinois High School Association Interscholastic Athletics and Activities that enrich the educational experience.

The yearly renewal of membership to the Association is now due. Renewal of membership does not require payment of membership dues or entry fees. Administration is recommending the Board approve the renewal of membership to the Illinois High School Association.
MOTION: That the Board of Education approve the renewal of Illinois High School Association Membership.

5. **Semi-Annual Review of Closed Session Minutes**
The School Code requires a review of closed session minutes be conducted twice a year. The motion which follows is based on the review conducted by Mr. Campos, Mr. Nagel and Dr. Domeracki on February 19, 2019.
MOTION: That the Board of Education approve the report on review of closed session minutes as presented by Mr. Campos and Mr. Nagel.

6. **Destruction of Closed Meeting Audio Recordings**
The Legislature requires that closed session meetings of Boards of Education be audio recorded and those recordings retained for a period of 18 months. Beginning in July, 2005, Boards can destroy those recordings provided that they are at least 18 months old and that the minutes of the specific closed session meetings have been approved and are retained as part of the official records of the Board's business. It is suggested that the Board purge these audio recordings twice a year in conjunction with the semi-annual review of closed session minutes.
MOTION: That the Board of Education approve the destruction of audio recordings of closed session Board of Education meetings made prior to July 1, 2017, which meets the state criteria of being at least 18 months old, and for which approved minutes are retained as the official records of the Board's business.

CONSENT AGENDA APPROVAL

ITEMS REMOVED FROM CONSENT AGENDA:

1. Minutes of the Regular and Closed Session Board of Education Meeting – February 19, 2019
MOTION: Ms. Doremus
SECOND: Ms. Yackey
VOTE: Ayes: Campos, Doremus, Kotche, Nagel, Saake, Yackey
Nays**:** None
Abstain**:** Scanlan
Vote**:** 6 – 0, 1 Abstain

OLD BUSINESS:
There was no old business.

NEW BUSINESS:

1. **Personnel Reports**
The Personnel Report consisted of:
- The employment of Keely Hanley-Anshel, Division Head of Counseling, effective August 2, 2019
- The resignation of Teresa Carreno Estrella, Program Assistant/Special Education, effective March 1, 2019
- The retirement of Edith Freund, Deans' Assistant/Deans' Office, effective May 29, 2019

- The resignation of Annette Snyder, Certified School Nurse/Student Services, effective May 29, 2019
- Leave of Absence for Shannon Atkian-Sanchez, Teacher/Language Arts Division, effective April 19 to May 29, 2019
- Leave of Absence for Olga Trofimova, Program Assistant/Student Services, effective May 17 through May 29, 2019
- The resignation of Timothy Nall, Head Coach/Girls' Basketball, effective February 25, 2019
- The resignation of 1 coach effective February 25, 2019
- The renewal of contracts and granting of tenure for 4 certified staff effective end of 2018-19 school year:
  Jeffrey Anderson, Social Worker/Student Services
  Courtney Damm, Teacher/Special Education
  Julie Hensley, Counselor/Counseling
  Janet Hurtado, Social Worker/Student Services
- The renewal of contracts for 39 certified staff effective August 9, 2019:
  Alexandra Balaskas, Teacher/Science
  Lindsey Befus, Teacher/Science
  Chad Coleman, Teacher/Special Education
  Andrea Contreras, Teacher/World Languages
  Jordan Covella, Teacher/Physical Development
  Jamie Culen, Teacher/Language Arts
  Brigitte Debs, Teacher/Special Education
  Timothy Dovichi, Teacher/Special Education
  Leslie Fireman, Teacher/Language Arts
  Mary Fremeau, Teacher/Language Arts
  Angela Gentile, Teacher/Career & Technical Education
  Heather Igelman, Teacher/Physical Development
  Kelsey Jacob, Teacher/Physical Development
  Allison Jonesi, Teacher/Humanities
  Emily Kordick, Teacher/Math
  Kara Kroculick, Social Worker/Special Education
  Lindsay Maxson, Social Worker/Student Services
  Joseph McCollum, Teacher/Math
  Mallory Miller, Psychologist/Student Services
  Akta Naik, Teacher/Math
  Thomas Nall, Teacher/Physical Development
  Jared Perez, Teacher/Math
  Jack Rustman, Teacher/Physical Development
  Adam Singer, Teacher/Science
  Michelle Slezak, Teacher/Career & Technical Education
  Deborah Stack, Counselor/Counseling
  Nicole Stadler, Teacher/Humanities
  Katelyn Sullivan, Teacher/Special Education
  Alejandro Tantachuco Espinoza, Teacher/World Languages
  Allie Torres, Speech/Language Pathologist/Special Education
  Emily Trowbridge, Teacher/World Languages

Jennifer Walker, Teacher/Special Education
Vincent Walker, Teacher/Physical Development
James Wallace, Teacher/Humanities
Ashley Walsh, Teacher/Career & Technical Education
Kelsey Wirkus, Teacher/Language Arts
Alexandra Wojciechowski, Teacher/Humanities
Conor Zaputil, Teacher/Physical Development
Joseph Zeman, Teacher/Humanities

- The non-renewal and dismissal of 2 certified non-tenured staff effective May 29, 2019:
  Tracy Eier, Counselor/Counseling
  Cheryl Marshall, Teacher/World Languages
- The approval of certified staff FTE for the 2019-2020 school year

MOTION: That the Board of Education approve the Personnel Report
MOTION: Ms. Doremus
SECOND: Ms. Scanloan
VOTE: Unanimous Approval on Roll Call Vote: 7 – 0

2. **Separation of Employment**

MOTION: That the Board of Education accept the following:

- Resignation of Teresa Carreno Estrella, Program Assistant/Special Education Division, effective March 1, 2019
- Resignation of Annette Snyder, Certified School Nurse, effective May 29, 2019
- Retirement of Edith Freund, Deans Assistant/Administrative Services, effective May 29, 2019
- Non-renewal of contract for Tracy Eier, Guidance Counselor/Counseling, effective May 29, 2019
- Non-renewal of contract for Cheryl Marshall, Teacher/World Languages Division, effective May 29, 2019

MOTION: Mr. Kotche
SECOND: Ms. Yackey
VOTE: Unanimous Approval on Roll Call Vote: 7 – 0

3. **Approval of Tentative 2019-2020 School Calendar**

MOTION: That the Board of Education approve the tentative 2019-2020 school calendar.
MOTION: Ms. Scanlan
SECOND: Ms. Yackey
VOTE: Unanimous Approval on Roll Call Vote: 7 – 0

4. **Appendix B**

Per Appendix B.B.1.d.3, the Appendix B committee has audited and evaluated Appendix B and is recommending changes to the Board of Education.
MOTION: That the Board of Education approve the recommended changes to Appendix B.
MOTION: Ms. Yackey
SECOND: Mr. Kotche
VOTE: Unanimous Approval on Roll Call Vote 7 – 0

5. **Superintendent Contract**

MOTION: That the Board of Education employ Dr. Moses Cheng as Superintendent for a four year term effective July 1, 2019 per the terms of the contract.

MOTION: Ms. Doremus
SECOND: Mr. Campos

DISCUSSION: Mr. Saake stated he was not in favor of the process that the Board used to select the new superintendent. He also commented that he did not think the Board had served themselves or the community well and that he thought a full search should have been done. Mr. Saake stated he wholeheartedly supported the selection of Dr. Cheng as the new superintendent.

Ms. Doremus responded that the majority of the Board did support the method that was used to select the superintendent. She stated the process used was very open and was vetted completely and thoroughly. She commented that the majority of the Board members decided against doing the superintendent search and spend money unnecessarily when it was felt that the right candidate was right here. Ms. Doremus stated she would absolutely stand by this process and the decisions that were made.

VOTE: Unanimous Approval on Roll Call Vote: 7 – 0

Dr. Cheng thanked the Board for this opportunity and stated it was an honor, and that he was eager to work with the Board to continue the good work that has been done. He thanked Dr. Domeracki for his hard work and said he is eager to partner with everyone.

6. **Student Travel – LifeSmarts National Competition**

West Chicago Community High School's LifeSmarts team is requesting a trip to Orlando, Florida, which is beyond a 250 mile radius of West Chicago Community High School. According to Policy ¶7204 – Field Trips, Student Travel and Optional Student Travel, this qualifies as Student Travel.

MOTION: That the Board of Education approve travel to Orlando, Florida for the LifeSmarts National Competition April 13 through 16, 2019.

MOTION: Mr. Campos
SECOND: Ms. Scanlan
VOTE: Unanimous Approval on Roll Call Vote 7 – 0

7. **Addition and Remodeling Project**

The bid for the specialized roof section above the new music area and IRC came back with a quote of $350,000. The budget for this item was $160,000. DLA and Pepper found a solution that kept us within budget.

MOTION: That the Board of Education accept the following four change orders, liability and fees, which total $153,876:

A change order to Waukegan Steel in the amount of $79,331
A change order to Anthony Roofing Tecta in the amount of $14,885
A change order to L.J. Morse in the amount of $15,409
A change order to Cosgrove Construction in the amount of $39,375
In addition, General liability and fees of $4,876.

MOTION: Mr. Kotche
SECOND: Mr. Nagle
VOTE: Unanimous Approval on Roll Call Vote 7 – 0

8. **Illinois Century Network Contract for 2019-2022**
This is the renewal contract for Illinois Century Network (ICN) and the monthly bandwidth with internet egress provided. The cost for renewal contract with ICN is $1,500/month or $54,000 for the life of the contract.
MOTION: That the Board of Education approve the ICN contract for 2019- 2022 school years.
MOTION: Ms. Doremus
SECOND: Ms. Scanlan
VOTE: Unanimous Approval on Roll Call Vote 7 – 0

9. **AT&T Analog Contract for 2019-2021**
This is a renewal contract for AT&T analog services for the District. The cost for the new contract with AT&T is $33/month or $396/year.
MOTION: That the Board of Education approve the AT&T contract for the 2019-20 and 2020-21 school years.
MOTION: Ms. Yackey
SECOND: Ms. Scanlan
DISCUSSION: It was clarified that this contract was being brought to the Board of Education for approval as it is a multi-year contract.
VOTE: Unanimous Approval on Roll Call Vote 7 – 0

10. **AT&T Internet Service Contract for 2019-2022**
This is a renewal contract for AT&T Internet service for the District. The cost for the new contract with AT&T is $519.41/month or $6,232.92/year.
MOTION: That the Board of Education approve the AT&T contract for the 2019-20, 2020-21, and 2021-22 school years.
MOTION: Ms. Scanlan
SECOND: Ms. Doremus
VOTE: Unanimous Approval on Roll Call Vote 7 – 0

11. **Athletic Uniform/Equipment Bid**
District 94 went out to bid on February 23, 2019 for an exclusive five-year contract for athletic uniforms and equipment. The bid opening was held at District 94 on Wednesday, March 6, 2019. There were five bidders. The bid provided by BSN in the amount of $130,000 to be spent over a five-year period presents the best overall value for District 94 when the rebates and annual stipend are taken into consideration.
MOTION: That the Board of Education accept the bid from BSN.
MOTION: Mr. Campos
SECOND: Ms. Doremus
DISCUSSION: Mr. Kotche questioned the credit amount on the grid provided in the packet.
VOTE: Ayes: Campos, Doremus, Saake, Scanlan, Yackey
Nays: Kotche, Nagel
Abstain: None
Vote: 5 – 2, 0 Abstain

12. **Student Fees for 2019-2020 School Year**

This is the annual fee schedule for students. There are changes to the schedule for 2019-20.
DISCUSSION: Board members discussed the proposed Fee Schedule for the 2019-20 school year. It was agreed that, under Registration and Fees, reference to Chromebooks, the word "insurance" should be removed and should just read "Chromebook Rental". Parking fees were also discussed, as many of the parking spaces adjacent to the school will be occupied by contractors next year. The possibility of not charging students for parking next year was also discussed. It was noted that monitoring the parking will be a challenge next year. The conclusion reached was that parking fees would remain, and that there would be ample parking for students next year; more students will have to park at the Kerr-McGee parking lot.
MOTION: That the Board of Education approve the fee schedule for the 2019-20 school year.

MOTION:	Mr. Kotche	
SECOND:	Ms. Scanlan	
VOTE:	Ayes:	Kotche, Nagel, Saake, Scanlan, Yackey
	Nays:	Campos, Doremus
	Vote:	5 – 2, 0 Abstain

13. **Ombudsman Contract for 2019-20**

This is the annual renewal contract for Ombudsman. Ombudsman is offering a 2% increase in the per slot price, which increases the slot price from $6,206 to $6,330. The District will have twelve slots again next year equating to a total of $75,960.
MOTION: That the Board of Education approve the Ombudsman contract renewal for the 2019-20 school year.

MOTION:	Ms. Yackey
SECOND:	Mr. Kotche
VOTE:	Unanimous Approval on Roll Call Vote 7 – 0

14. **AVID Contract for 2019-2020**

This is the annual renewal contract for AVID. The cost for the new contract is $10,559.
MOTION: That the Board of Education approve the AVID contract renewal for the 2019-20 school year.

MOTION:	Ms. Doremus
SECOND:	Ms. Scanlan
VOTE:	Unanimous Approval on Roll Call Vote 7 – 0

15. **Technology Resource Advisors (TRA) contract for 2019-20**

This is a new contract for work to maintain and keep operable the current 1:1 devices utilized by students in District 94. The cost for the new contract with TRA is $46,538.50.
MOTION: That the Board of Education approve the TRA master warranty for the 2019-20 school year.

MOTION:	Ms. Doremus
SECOND:	Ms. Scanlan
VOTE:	Unanimous Approval on Roll Call Vote 7 – 0

16. **Board of Education Biennial Organizational Meeting**

MOTION: That the Board of Education shall hold its Biennial Organizational Meeting at 7:00 p.m. on Tuesday, April 30, 2019 at the District Administrative Office.
MOTION: Ms. Doremus
SECOND: Ms. Scanlan
VOTE: Unanimous Approval on Voice Vote 7 – 0

EXECUTIVE SESSION:
There was no Executive Session.

ADJOURNMENT
MOTION: That the Board of Education meeting be adjourned at 9:17 p.m.
MOTION: Ms. Yackey
SECOND: Ms. Scanlan
VOTE: Unanimous Approval on Voice Vote 7 – 0

ATTEST: Gary R. Saake, President

Renee Yackey, Secretary

Community High School District 94

District Administrative Center
157 W. Washington Street
West Chicago, IL 60185
Policy Committee Meeting
March 21, 2019
5:00 PM

Agenda

Committee Members:
Gary Saake, Board President
Rich Nagel, Board Member
Douglas Domeracki, Superintendent, Ex Officio

1. Roll Call
2. Public Comment
3. Review of Board Committee Recommendations of IASB Draft Policies in Sections:
   Section 2 - Board of Education
   Section 4 - Operational Services
   Section 5 - Personnel
   Section 6 - Instruction
   Section 7 - Students
   Section 8 - Community Relations
4. Recommendations for Revisions of IASB Policies in the Following Sections:
   Section 2 - Board of Education
   Section 4 - Operational Services
   Section 5 - Personnel
   Section 6 - Instruction
   Section 7 - Students
   Section 8 - Community Relations
5. Adjournment

Community High School District 94
157 W. Washington Street
West Chicago, IL 60185
Policy Committee Meeting
March 21, 2019
5:00 p.m.
Conference Room

MINUTES

The meeting was called to order at 5:00 p.m.

1. Roll Call: Gary Saake, Rich Nagel, Douglas Domeracki.
   Also present: Moses Cheng - Principal, David Blatchley – Director of Business Services, Cheryl Moore – Director of Human Resources, Brian Zumpf - IASB Policy Director, Ken Carter – IASB Policy Consultant and Cheryl Glunt

2. Public Comment
   There was no public comment.

3. Policy Committee members, Dr. Cheng, Mr. Blatchley, Ms. Moore and representatives from IASB reviewed the following IASB draft policies and agreed on the following recommendations to the Board of Education:
   - 5:170 Copyright. Adopt the committee's recommendation.
   - 6:190 Extracurricular and Co-Curricular Activities. Adopt the committee's recommendation.
   - 5:10 Equal Employment Opportunity and Minority Recruitment. Adopt the committee's recommendation.
   - 5:20 Workplace Harassment Prohibited. Adopt the committee's recommendation.
   - 5:35 Compliance with the Fair Labor Standards Act. Adopt the committee's recommendation.
   - 5:330 Sick Days, Vacation, Holidays, and Leaves. Adopt the committee's recommendation.
   - 7:30 Student Assignment the Superintendent or designee shall assign students to classes. Homeless children shall be assigned according to Board policy 6:140, Education of Homeless Children. Homeless children shall be assigned according to Board policy 6:140, Education of Homeless Children. Adopt the committee's recommendation.
   - 6:10 Educational Philosophy and Objectives. Adopt the committee's recommendation.
   - 6:30 Organization of Instruction. Adopt the committee's recommendation.
   - 6:145 Migrant Students. Adopt the committee's recommendation.
   - 6:280 Grading and Promotion. Remove "PARCC" and insert "statewide assessment".
   - 2:20 Powers and Duties of the Board of Education; Indemnification. Do not adopt the committee's recommendation. Leave as is in PRESS.
   - 2:150 Committees. Adopt the committee's recommendation.
   - 2:220 Board of Education Meeting Procedure. Leave as is in PRESS.
   - 2:230 Public Participation at Board of Education Meetings and Petitions to the Board. Adopt the committee's recommendation.
   - 2:260 Uniform Grievance Procedures. Adopt the committee's recommendation.

- 4:60 Purchases and Contracts. Adopt the committee's recommendation. Incorporate language on contract approval parameters.
- 4:80 Accounting and Audits. Leave as is in PRESS. It will be reviewed at a later time.
- 4:140 Waiver of Student Fees. Adopt the committee's recommendation.
- 5:120 Employee Ethics; Conduct, and Conflict of Interest. Leave as is in PRESS. It will be reviewed at a later time.
- 5:140 Solicitations By or From Staff. Adopt the committee's recommendation.
- 7:260 Exemption from Physical Education. Adopt the committee's recommendation.
- 8:30 Visitors to and Conduct on School Property. Do not adopt the committee's recommendation. Leave as is in PRESS.
- 8:110 Public Suggestions and Concerns. Adopt the committee's recommendation.

Mr. Zumpf stated that, once our policy manual is complete, we will receive two links, one of which will be used for posting on our website and the other will be used for making edits to policy.

4. Draft Updates:
   Mr. Zumpf made reference to Draft Updates that were pertinent to attendees at the meeting:
   - 2:80 Board Member Oath and Conduct. Mr. Zumpf said this is t he new statutory oath,
   - 7:270 Administering Medicines to Students. Will need to follow up on possibly adding asthma medication.

   Mr. Zumpf stated a redlined draft of the manual will be sent to the District by April 9, 2019. Dr. Domeracki will forward the draft to committee members, and it will be brought to the April 16, 2019 Board meeting for 1st reading. If approved at 1st reading, it was agreed that a clean draft will be brought to the April 30, 2019 organizational meeting for 2nd reading. It was the recommendation of IASB that the policy manual be approved as soon as possible.

5. Motion by Rich Nagel, seconded by Douglas Domeracki, that the Policy Committee Meeting be adjourned at 6:02 p.m.

DRAFT

PRESS Policy Edits – West Chicago Community High School District 94

a. **Policy 5:170** – We need to fill in the DMCA contact information

Robert Schmidt
326 Joliet St
West Chicago, IL 60185
(630)876-6557

b. **Policy 6:190** – We will need to fill in the District's academic criteria for participation

Replace the section of the last paragraph:

In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain an overall ___ grade point average. Any student-participant failing to meet these academic criteria shall be suspended from the activity for ___ calendar days or until the specified academic criteria are met, whichever is longer.

With

In order to participate in school supported IHSA athletic or IHSA extracurricular activities, a student must meet the eligibility participation requirements established by the IHSA. Any student participant failing to meet the IHSA eligibility participation requirements shall be suspended from the activity for the duration of the eligibility duration period as established by the IHSA.

Omit #3 as discussed: *The District has sufficient financial resources for the activity.*

c. **Policy 5:10** - The address is wrong as listed under the Non-Discrimination Coordinator and Complaint Manager section. It should be:

Cheryl Moore, Director of Human Resources
157 W. Washington St.
West Chicago, IL. 60185

d. **Policy 5:20 -** They address is wrong as listed under the Non-Discrimination Coordinator and Complaint Manager section.

Cheryl Moore, Director of Human Resources
157 W. Washington St.
West Chicago, IL. 60185

e. **Policy 5:35 - Paragraph 2 -** Workweek and Compensation - Third sentence – *For non-exempt employees paid a salary, the salary is paid for a 40-hour work week even if an employee is scheduled for less than 40 hours.*
This is incorrect, it needs to be removed - I would want that paragraph to read:

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. "Overtime" is time worked in excess of 40 hours in a single workweek. Exempt employees will be compensated on a salaried basis.

f. **Policy 5:330 - Vacation Holidays, Personal Leave.** Missing words highlighted in yellow: "Employee not covered by this agreement receive vacation, holidays, and personal leave on the same terms and conditions as those covered by the applicable collective bargaining agreement(s)."

g. **Policy 7:30 – Student Assignment...** We were not going to adopt. Remove from the draft PRESS manual

h. **Policy 6:10 – Educational Philosophy and Objectives** – We determined that the second section below would be removed from the policy:

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7.10, *Equal Educational Opportunities*.

~~In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:~~

~~1. A review and evaluation of the present curriculum.~~

~~2. A projection of curriculum and resource needs.~~

~~3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.~~

~~4. Any plan for new or revised instructional program implementation.~~

5. ~~A review of present and future facility needs.~~

i. **Policy 6:30 – Organization of Instruction** – Legal References, 105 ILCS 5/10-20.19a, 5/10-20.37, and 5/10-22.18 will need to be removed as they reference kindergarten instruction.

j. **Policy 6:145 – Migrant Students** – IASB was going to review the need for this policy. Per their counsel, this needs to remain because we receive Title I funding.

k. **Policy 6:280 – Grading and Promotion** – PARCC is the only assessment that is referenced in legislative language. Once the ISBE and legislators address assessment, a correction will be coming in a future policy update. Until then it needs to remain in PRESS.

Commented [DD1]: No changes made to these policies. The comments refer to follow-up from IASB

l. **Policy 2:20 – powers and Duties of the Board of Education; Indemnification** – Point # 13. We are a single school district, should this entire point be removed?

m. **Policy 2:150 – Committees** – Our discussion is completely missing from the PRESS policy. Replace the Standing Board Committees with the following:

Standing Board Committees

Standing committees are created by the Board for indefinite terms to fulfill continuing District needs for investigation and monitoring of specific issues. Board- COMMUNITY HIGH SCHOOL DISTRICT 94 Series 1000 1-9- appointed committees are subject to the requirements of the Open Meetings Act regardless of the number of board members on the committee.

The following standing committees have been established by the Board:

Committee	Primary Focus
Education Committee:	Curricular, co-curricular, and extracurricular programs of the District.
Facilities Committee:	Physical assets of the District in the delivery and support of the institution's mission and purpose.
Human Resources Committee:	Employee recruitment, retention, compensation, evaluation, and professional development.
Communications Committee:	Internal and external communications, community outreach and engagement.
Finance Committee:	Fiscal operations of the District including budgeting, reporting, risk management, forecasting, and investments.
Policy Committee:	Review, propose, and maintain district policies and review Administrative Procedures to ensure they comply with Board Policy.

The President shall appoint Board members, and Superintendent shall appoint District personnel to serve on standing committees. The Superintendent and President shall be members of each standing committee of which they are not appointed members. A chairperson may be selected by committee members.

n. **Policy 2:220– Board of Education Meeting Procedure** – Does Pass vote need to be mentioned in the policy?

o. **Policy 2:230 – Public Participation at Board of Education Meetings and Petitions to the Board** – The limitation of 30 minutes is not addressed. Replace the second sentence in number two (2) as follows:

~~Ordinarily, comments shall be limited to 5 minutes~~. **Replace with:**
The presentation by any one member of the public shall be limited to five (5) minutes and the total time allotted to public participation shall be limited to thirty (30) minutes.

Remove #3: ~~Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak~~.

Should we incorporate our current point D or H into our new policy?

Commented [DD2]: For discussion at policy committee and not suggestion to IASB

p. **Policy – 2:260 – Uniform Grievance Procedure** – Move the complaint and Nondiscrimination coordinators (as well as references to other individuals) to an appendix referring back to the policy. Within the policy, refer to Appendix.

q. **Policy 4:60 – Purchases and Contracts** – Should include contract delegation authorizations recently enacted (under $5,000, etc.)

r. **Policy 4:80 – Accounting and Audits** – Should the disposal of district property thresholds (original costs, inventoried items, etc.) be blended into procedure or include language in policy?

Within the Annual Financial Report, second sentence: The superintendent **or designee** shall review and discuss the Annual Financial Report with the Board before it is submitted.

Commented [DD3]: Add designee

Control Requirements for Checks: ...checks should be signed by treasurer or principal. Current policy 3311 states just treasurer signs – Dave's recommendation is to leave as currently being practiced. Currently both signatures are signed by the Treasurer and Prinicpal.

Commented [DD4]: Replace "or" with "and"

s. **Policy 4:140 – Waiver of Student Fees** – under the verification section there is a reference to the National School Lunch Act. We are not a part of the National School Lunch program and would like to see that reference removed. We could use the same language as outlined in 4:130...*Standards set annually by7 the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.*

t. **Policy 5:120 – Employee Ethics; Conduct, and Conflict of Interest** – Clarify the circumstances students can participate in promoting a candidate or referendum. As a part of an approved curriculum, voluntarily involved.

u. **Policy 5:140 – Solicitations By or From Staff** – add "or designee" after Superintendent.

v. **Policy 7:260 – Exemption from Physical Education** – Remove paragraph that starts: *Students in grades 7 and 8 ...* We are a high school and do not have any 7th or 8th grade students.

w. **Policy 8:30 – Visitors to and Conduct on School Property** – clarify who is a visitor and district employee. Contract service personnel and Board members should be referenced.

x. **Policy - 8:110 – Public Suggestions and Concerns** - The Committee recommends adopting PRESS. Incorporate current policy 1601, Principles, item E into 8:110

Board of Education

Board Member Oath and Conduct

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

> **I**, (*name*), **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Community High School District 94, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.
>
> **I further swear** (or affirm) that:
>
> **I shall respect** taxpayer interests by serving as a faithful protector of the School District's assets;
>
> **I shall encourage** and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;
>
> **I shall recognize** that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; ~~and~~
>
> **I shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;~~.~~
>
> **As part of the Board of Education**, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;
>
> **I shall foster** with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Community High School District 94;
>
> **I shall assist** in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;
>
> **I shall strive** to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;
>
> **I shall serve** as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Community High School District 94; and
>
> **I shall strive** to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

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

DRAFT UPDATE

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

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

ADOPTED:

Board of Education

Board Member Development

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

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

Mandatory Board Member Training

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development 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 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 may request a veteran Board member to mentor a new member.
3. 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 of Education Meetings)

ADOPTED:

Board of Education

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
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 (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 ~~(P.A. 100-29, final citation pending)~~
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to ~~the~~ 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 ~~here~~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.

DRAFT UPDATE

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, Uniform Grievance Procedure.

Investigation

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(s)/guardian(s) 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, (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, (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 of 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 ~~of sexual harassment~~ contains allegations involving the Superintendent, 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. ~~The Superintendent will keep the Board informed of all complaints.~~

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.

DRAFT UPDATE

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 of 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, within 30 school business days after receiving the Complaint Manager'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 a 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 the complaint process in 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, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers..

Nondiscrimination Coordinator:

Cheryl Moore, Director of Human Resources
Name
326 Joliet Street, West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

Complaint Managers:

Dave Pater, Director of Student Services
Name
326 Joliet Street, West Chicago, IL 60185
Address
dpater@d94.org
Email
630/876-6216
Telephone

Cheryl Moore, Director of Human Resources
Name
326 Joliet Street, West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

DRAFT UPDATE

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.
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 ~~(P.A. 100-29, final citation pending)~~, 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), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 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), 7:310 (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:

Operational Services

Incurring Debt

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

Bond Issue Obligations

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from gross income for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF. Securities Act of 1933, 15 U.S.C. §77a et seq.
Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.
17 C.F.R. §240.15c2-12.
Bond Authorization Act, 30 ILCS 305/2 ~~and~~
Bond Issue Notification Act, 30 ILCS 352/~~1 et seq~~.
Local Government Debt Reform Act, 30 ILCS 350/.
Tax Anticipation Note Act, 50 ILCS 420/.
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

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

ADOPTED:

Operational Services

Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks

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

Delinquent Debt Recovery

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

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

ADOPTED:

Operational Services

Accounting and Audits

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

Annual Audit

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

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.

Taxable Fringe Benefits

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

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2)

obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

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

Internal Controls

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

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

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

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

ADOPTED:

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 or from school or to or from (s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement 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.

DRAFT UPDATE

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 ~~Illinois~~ Ill. State Board of Education (ISBE). ~~(~~29 Ill.Admin.Code Part 1500~~)~~.

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 movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

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.

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 ~~Illinois~~ Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

DRAFT UPDATE

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, 5/10-20.5~~6~~7, 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:

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 race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or 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 policy 7:20, *Harassment of Students Prohibited.*

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of ~~unwelcome sexual advances, requests for sexual favors, and other~~ verbal, ~~or~~ physical, or other conduct~~,~~ or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal 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, ~~or~~ 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 Complaint~~: Enforcement~~

~~A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. 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 bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).~~

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved employees~~persons~~, ~~who~~ 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.

~~Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances~~

DRAFT UPDATE

~~under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.~~

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. 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 complaint according to that policy, in addition to any response required by this policy 5:20, Workplace Harassment Prohibited.

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

Nondiscrimination Coordinator:

Cheryl Moore, Director of Human Resources
Name
326 Joliet Street, West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

Complaint Managers:

Dave Pater, Director of Student Services
Name
326 Joliet Street, West Chicago, IL 60185
Address
dpater@d94.org
Email
630/876-6216
Telephone

Cheryl Moore, Director of Human Resources
Name
326 Joliet Street, West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator 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. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

DRAFT UPDATE

A violation of this policy 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 employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, 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 bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure), and 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 and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

DRAFT UPDATE

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 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), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.
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. Sundown Offshore Services, 523 U.S. 75 (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), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

ADOPTED:

General Personnel

Exhibit - Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A. 100-554) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report;

THEREFORE, BE IT RESOLVED, by the Board of Education of *[insert name]*, *[insert county]* County, Illinois, as follows:

Section 1: The Board adopts Board policy 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report.

Section 2: Any prior versions of Board policy 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this ____ day of _____, 20___.

Attested by: _____, Board President

Attested by: _____, Board Secretary

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80(c) of the School Code.

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. ~~Department~~ 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 an Immigration and Naturalization Service 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 Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
3. 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 ~~sites~~accounts.
4. 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, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a 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, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

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*.

DRAFT UPDATE

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.
~~Employee Credit Privacy Act,~~ 820 ILCS 70/, Employee Credit Privacy Act.
~~Right to Privacy in the Workplace Act, 820 ILCS 55/.~~
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.
~~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 5/24-1 et seq.~~
~~820 ILCS 55/ and 70/.~~
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985)~~483 N.E.2d 956 (Ill.App.1, 1985)~~, *aff'd in part and remanded* 115 Ill.2d 482~~505 N.E.2d 314~~ (Ill.~~,~~ 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984)~~468 N.E.2d 822 (Ill.App.2, 1984)~~.
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945)~~59 N.E.2d 695 (Ill.App.1, 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 (Educational Support Personnel - Duties and Qualifications)

ADOPTED:

General Personnel

Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

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

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the

District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

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

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

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

Miscellaneous Expenses

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

LEGAL REF.: 50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
~~Local Government Travel Expense Control Act, 50 ILCS 150/~~
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED:

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.

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 9 through 12 to identify the warning signs of mental illness and suicidal behavior in ~~adolescents and teens~~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 one year 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 5 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. Education for staff instructing students in grades 9 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.
7. 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. 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. 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 8-19-2014 must be certified before their position's start date.
10. 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. 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. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

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*.

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.

DRAFT UPDATE

LEGAL REF.: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.
7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.610 ~~(P.A. 100-14, final citation pending)~~, 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 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.
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
77 Ill.Admin.Code §527.800.

CROSS REF.: 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)

ADOPTED:

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, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

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.

DRAFT UPDATE

LEGAL REF.: 105 ILCS 5/10-20.67 (P.A. 100-596, final citation pending), 5/21B-20(2), ~~and~~ 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:

Instruction

School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students 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, 5/10-24.46, ~~5/18-8.05,~~ 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., 1994), *aff'd by* 57 F.3d 618 (7th Cir., 1995).

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

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and, for students entering the 9th grade in the fall of 2016 and each year after it, 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~~a~~) 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~~b~~) 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.

2. In each grade, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.

3. In each grade, 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.

4. In each grade, 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.

5. 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.

6. 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.

7. 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 policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*

8. 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.

9. 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.

10. 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.

11. 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.

12. In all schools, United States 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, and (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.

    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.

13. In 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.

DRAFT UPDATE

14. In all schools, the curriculum includes ~~a unit of instruction~~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.

15. In all schools, the curriculum includes ~~a unit of~~ instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.

16. In all schools, the curriculum includes ~~a unit of~~ instruction as determined by the Superintendee 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.

17.

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.

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.
~~Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.~~
~~Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).~~
~~47 C.F.R. §54.520.~~

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:

Instruction

Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; and (b) other grade-level acceleration. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

Instruction

Field Trips and Recreational Class Trips

Field Trips, Student Travel and Optional Student Travel

This policy applies to Field Trips, Student Travel, and Optional Student Travel.

As used in this Policy:

- "Field Trips" refers to trips that are a required part of a District class; examples of Field Trips include, but are not limited to, annually scheduled trips to museums, concerts, places of business or industry, or field trips related to instruction provided as part of the District's curriculum. Field trips are permissible when the experiences are an integral part of the school curriculum and contribute to the District's educational goals.
- "Student Travel" refers to travel undertaken by students as a customary part of a District-approved program or extracurricular activity; examples of Student Travel include, but are not limited to, student exchange programs previously approved by the Board of Education, or interscholastic activities of District-sponsored teams or clubs sanctioned by organizations such as the Illinois High School Association or NASSP.
- "Optional Student Travel" refers to optional travel undertaken by a school club or group of students outside of school; examples of Optional Student Travel include, but are not limited to, a trip to Spain by the Spanish club, trips to a Shakespeare festival by the Drama Department, trips by WeGo Global, or District-sponsored senior class trips.

Any other trip or tour, including but not limited to privately arranged trips or tours, and privately arranged trips or tours led or supervised (in whole or in part) by District staff members, shall not be represented as or construed to be sponsored by the Board of Education, the District, West Chicago Community High School, or its employees, agents, or representatives (collectively, the "District"). The District does not provide liability protection for such trips or tours and is not responsible for any damages arising from them. Please refer to Board Policy 7205 and Board Procedure 7205P.

All Field Trips, Student Travel, and Optional Student Travel must have the Superintendent or designee's prior approval, except that Field Trips, Student Travel, or Optional Student Travel beyond a 250-mile radius of Community High School must have the prior approval of the Board of Education. All requests for trips covered by this Policy must be made in writing to the Superintendent or his/her designee on the appropriate form provided by the District, and shall include a rationale for the trip and completion of all items included on the form. Requests for Field Trips (regardless of the location or duration of the trip) must be submitted for approval at least fourteen (14) days prior to the date of the proposed trip. Requests for Optional Student Travel within a 250-mile radius of Community High School must be submitted for approval not less than forty-five (45) days before the trip is scheduled to begin. Requests for Student Travel and Optional Student Travel beyond a 250-mile radius of Community High School must be submitted for approval not less than ninety (90) days before the trip is scheduled to begin. In the event travel out-of-state or beyond 250 miles is a result of a culminating competition, the Superintendent is granted authority to preclude required notice. Each requested trip covered by this Policy that is properly submitted for approval shall be reviewed using the following factors: educational value, student safety, cost, parent concerns, heightened security alerts, and liability concerns. No registration, reservations, fundraising, or other related activity shall be conducted prior to approval by the appropriate authority.

All trips covered by this Policy shall be adequately supervised as determined by the Activity Director and/or Building Principal, by District employees and other adults and, in general,

minimize loss of student attendance days. If possible, all trips covered by this Policy should be planned on non-student attendance days.

On all Field Trips and Student Travel, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs. Parents/guardians of students (1) shall give their written consent to their child's participation in any Field Trip or Student Travel, and (2) are responsible for all entrance fees, food, lodging, or other costs. The District will pay such costs for students who qualify for IHSA events and for field trip expenses for those students who are eligible for a waiver and/or reduction of student fees. Any Field Trip or Student Travel may be cancelled without notice due to an unforeseen event or condition. All eligible students that do not participate in an approved Field Trip shall be provided an appropriate alternative learning experience; the teacher shall arrange for such alternative learning experience as well as the supervision of the non-participating students, when appropriate.

Parents/guardians of students (1) shall give their written consent to their child's participation in any Optional Student Travel, and (2) are responsible for all fees, substitute costs, transportation costs, food, lodging, or other costs related to the Optional Student Travel. The District will not pay or be responsible for any costs related to Optional Student Travel. Any Optional Student Travel may be cancelled without notice due to an unforeseen event or condition.

On all trips covered by this Policy, an "Emergency Treatment Release for Minors" form provided by the District must be completed and signed by the parent/guardian of a minor student. This form will be submitted to the staff sponsor of the field trip at least five (5) days before the date of the trip. These completed forms will be available throughout the trip to be used in the event of a medical emergency. Students that do not turn in a completed form shall not participate in the trip.

To the fullest extent permitted by law, the District cannot and does not assume responsibility for the safety and welfare of students while engaged in any trip covered by this Policy. The District cannot prevent injuries during these trips. Staff and other chaperones cannot control each and every student at all times, cannot control the conditions present, and cannot be physically present at all times during these trips. By permitting their student to participate in a trip covered by this Policy, the parent(s)/guardian(s) understand(s) and agree(s) that their child must abide by all District rules and regulations, and all staff and chaperone instructions while on the trip. The parent(s)/guardian(s) must discuss with their student the District rules and regulations that will apply to them during the trip, and that their student must follow the instructions of District staff and chaperones while on the trip. Parent(s)/guardian(s) who permit their student(s) to go on any trip covered by this Policy must (1) accept full and complete responsibility and liability for the participation of their student on the trip, including responsibility and liability for any injury to their student or caused by their student; and (2) agree to indemnify and hold harmless the District from and against any and all claims, damages, causes of action or injury, including reasonable attorneys' fees and costs expended in defense thereof, which are incurred, arise out of, or result in any way from their student's participation in the trip, including any transportation provided for the trip.

Private Trips

The Board of Education believes that conducting or sponsoring trips, tours, or other organized travel arrangements for students or employees that are not Field Trips, Student Travel, or Optional Student Travel (as those terms are used and defined in Board Policy 7204) is not a proper function for a public school district. Therefore, the District shall not organize, conduct or sponsor any form of tour, trip or travel arrangements for students or employees that does not meet the requirements of Board Policy 7204, including but not limited to privately arranged trips or tours, and privately arranged trips or tours led or supervised (in whole or in part) by District staff members. Such tours, trips, or travel arrangements are referred to in this policy as "Private Trips."

The Superintendent may permit Private Trips that he/she in their sole discretion determine are legitimate to be advertised to students and employees at school provided such advertisement is not done during class time, no endorsement or approval by the Board of Education, the District, West Chicago Community High School, or its employees, agents, or representatives (collectively, the "District") is given or implied, and such advertising includes a disclaimer of liability and/or responsibility on the part the District.

Students may not be solicited during the school day to participate in Private Trips. Informational meetings regarding Private Trips may be held on school premises; however, such meetings may not be held during the school day.

In the event that a Board of Education member or District employee is in any way involved with the Private Trip, that board member or employee shall make a full disclosure to the Superintendent of any financial interest s/he may have in the Private trip and/or any consideration s/he will receive as a result of his/her involvement with the Private Trip.

To the fullest extent permitted by law, the District cannot and does not assume responsibility for the safety and welfare of students while engaged in any Private Trip. The District cannot prevent injuries during these trips. The District has no ability or authority to direct or control the actions of any staff or chaperones associated with a Private Trip. Parent(s)/guardian(s) who permit their student(s) to go on any Private Trip must (1) accept full and complete responsibility and liability for the participation of their student on the trip, including responsibility and liability for any injury to their student or caused by their student; and (2) agree not to bring any claims against, and to otherwise indemnify and hold harmless the District from and against any and all claims, damages, causes of action or injury, including reasonable attorneys' fees and costs expended in defense thereof, which are incurred, arise out of, or result in any way from their student's participation in the Private Trip, including any transportation provided by the trip.

A procedure regarding the advertisement of Private Trips to students and/or employees shall be developed and shall accompany this policy.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 7:270 (Administering Medicines to Students)

ADOPTED:

DRAFT UPDATE

Instruction

Community Resource Persons and Volunteers

The Board of Education encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications,* to establish procedures for securing and screening resource persons and volunteers. A person who is a "*sex offender*," as defined by the Sex Offender Registration Act, or a "*violent offender against youth*," as defined in the ~~Child~~ Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
720 ILCS 5/12C-50.1, Failure to Report Hazing.
730 ILCS 150/1 et seq., Sex Offender Registration Act.
730 ILCS 152/101 et seq., Sex Offender Community Notification Law. ~~and~~
730 ILCS 154/75 et seq. ~~105~~, Murderer and Violent Offender Against Youth Community Notification Law.
730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED:

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit ~~courses~~ at both the college and high school level

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

> Ongoing participation in an interscholastic or extracurricular athletic program (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)

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*. **Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and*

DRAFT UPDATE

Student Transfers To and From Non-District Schools. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill.Admin.Code §§1.425(e) and (f), 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

ADOPTED:

Students

School Admissions and Student Transfers To and From Non-District Schools

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 ~~temporary~~permanent record, and return the ~~original~~certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill.~~inois~~ Dep~~artment~~. of Children and Family Services when enrolling in or changing schools.

DRAFT UPDATE

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.

DRAFT UPDATE

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:

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 6 (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, 9 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, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, 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 of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 9 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 identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
5. 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.
6. 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,

7. 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.

~~7.~~8. 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.

~~8.~~9. 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.

~~9.~~10. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a ~~chronic~~ truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.

~~10.~~11. 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.

~~11.~~12. 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 6 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, *Students School Admissions and Student Transfers To and From Non-District Schools*.

~~12.~~13. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum ~~academic or~~ 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), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED:

Students

Health and Eye Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

DRAFT UPDATE

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act~~, 42 U.S.C. §11431 et seq.~~
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill.Admin.Code §1.530.
77 Ill.Admin.Code Part 665.
77 Ill.Admin.Code Part 690.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED:

Students

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and *Where* Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
   a. Any illegal drug or controlled substance, or cannabis (including ~~medical cannabis,~~ marijuana, ~~and~~ hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
   b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
   c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
   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*.

a. 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.

b. 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.

c. "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.

d. 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, 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 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.

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 of Education 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, vandalism, 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, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. 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.

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

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 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 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.

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 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

DRAFT UPDATE

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994. ~~Gun-Free Schools Act, 20 U.S.C. §7961 et seq.~~
~~Pro-Children Act of 1994, 20 U.S.C. §6081.~~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.
~~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, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.~~
23 Ill.Admin.Code §1.280.

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), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

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 ~~problems~~needsthat impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such ~~problems~~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.: Children's Mental Health Act of 2003, 405 ILCS 49/.
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/.
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:

Students

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse. 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 course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 9-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. ~~1.~~ 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*.

DRAFT UPDATE

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)~~, (f)~~.

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED:

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

Self-Administration of Medication

A student may possess an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADOPTED:

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 5/2-3.163(c)(2)-(7). 16~~3~~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. ~~For students in grades 7 through 12, implementation shall incorporate t~~The training required by 105 ILCS 5/10-22.39 for ~~school guidance counselors, teachers, school social workers, and other~~ licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth ~~adolescents and teens~~ 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. ~~For all students, implementation shall incorporate Illinois~~ 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 at a potentially 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.

DRAFT UPDATE

LEGAL REF.: 105 ILCS 5/2-3.16~~63~~, 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:

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
   a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
   b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
      i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
      ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
   c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
   d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
   e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
   f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
   g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion,* which includes its *Return to Play (RTP) Policy*. These specifically require that:

   a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.

   b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

   c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.

4. Require all student athletes to view the ~~Illinois High School Association's~~IHSA video about concussions.

5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the ~~Illinois High School Association~~IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the ~~Illinois High School Association~~IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

DRAFT UPDATE

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED:

Community High School District 94

West Chicago Community High School
326 Joliet Street
West Chicago, IL 60185
Counseling Conference Room
Education/Programs Committee Meeting
April 3, 2019
5:30 PM

Agenda

Committee Members:
Katherine Doremus, Board Vice President
Lauren Scanlan, Board Member
Renee Yackey, Board Secretary
Moses Cheng, Principal
Douglas Domeracki, Superintendent, Ex Officio
Gary Saake, Board President, Ex Officio

1. Roll Call
2. Public Comment
3. Discussion of On-site vs. Off-site Transition Programming
4. Pending Educational Bills
5. Adjournment

Community High School District 94
West Chicago, IL 60185
Education/Programs Committee Meeting - Minutes

April 3, 2019 – 5:30 p.m.

Counseling Conference Room
West Chicago Community High School
326 Joliet Street, West Chicago, IL 60185

Minutes of the Education/Programs Committee Meeting held on April 3, 2019 at 5:30 p.m. at West Chicago Community High School – Counseling Conference Room.

1. Roll Call: Meeting was called to order at 5:30 p.m.
   Members Present – Kathe Doremus, Renee Yackey, Lauren Scanlan, Gary Saake (Ex Officio), Doug Domeracki (Ex Officio), Moses Cheng

   Others Present – Katie Sullivan, Sandy Pampuch

2. Public comment: None

3. Discussion of on-site vs. off-site transition programming:
   Doug Domeracki provided an overview of how the discussion of looking at an off-site program for the Transition Program began. The discussion began at the Finance Committee and Dr. Domeracki indicated that the Education Committee has a few options for transition programming to review – moving the program to SASED, Mid-Valley, or ChanceLight, or keeping the program at WCCHS. Dr. Domeracki believed that the ChanceLight program is off the table due to the high cost the district would incur to send students there.

   Kathe Doremus provided insight into the discussion that occurred 10 years ago when the District was looking into the development of a Transition program for post-high school students. Ms. Doremus shared that the district looked into the development of an off-site program and that considering the needs of the students was an important factor in deciding where the program was going to be developed. Ms. Doremus indicated that as the district moves forwarding in examining whether the Transition Program should be moved off-site, we ought to remember that "best practices" means a multitude of things rather than a set model because it's about the needs of the students.

   There was discussion about the how the current Transition program operates and the number of students in the program. The average number of students that the Transition program is at 15 students with a majority of the students staying in the Transition program for about 2 years. Questions were asked about whether the current Transition program has looked into partnering with other community agencies such as WDRSA to provide some off-site experiences. Katie Sullivan indicated that she along with the other teachers and staff in the Transition program have looked into and arranged for opportunities with WDSRA and other community agencies.

   Ms. Doremus asked Ms. Sullivan what currently is needed most in the Transition program – what's missing? Ms. Sullivan indicated that almost every high school in the area has an off-site program but that off-site program is located within the community. Dr. Domeracki indicated that developing an off-site program would not be financially prudent for the district.

   Dr. Domeracki summarized the next steps in this discussion. Those steps are to study it, get the new administrators into the discussion, identify options, and identify shortcomings.

4. Pending educational bills:
   Dr. Domeracki provided a brief descriptive overview of some pending legislation. The bills that were reviewed were House Bills 190, 208, 246, 247, 822, 922, 1561, 2056, 2165, 2170, 2234, 2802, 2868, 2932, 3086, 3304 and Senate Bills 117, 1249, 1569, 1601, 1694, 2046.

5. Adjournment: Gary Saake moved to adjourn. Renee Yackey seconded the motion. The meeting was adjourned by unanimous voice vote at 6:42 p.m.

HB18 SCH CD-CHARACTER EDUCATION *(FLOWERS M)*

Amends the School Code. Requires the instruction on character education to include the teaching of respect toward a person's race or ethnicity or gender. With regard to the State Board of Education's school report card, requires data collected on curriculum information to include information on a school's instruction on character education.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB35 GROW YOUR OWN TEACHER *(MAYFIELD R)*

Amends the Grow Your Own Teacher Education Act. Makes changes to the definitions of "cohort", "eligible school", and "hard-to-staff school", and defines "dual credit course". Provides that Grown Your Own Illinois (rather than the Board of Higher Education) shall administer the Grow Your Own Teacher Education Initiative as a grant competition to fund consortia that will carry out Grow Your Own Teacher preparation programs. In provisions concerning selection of grantees, provides that the Board of Higher Education shall, subject to appropriation, allocate funds to Grow Your Own Illinois for the purpose of administering the program and awarding grants under the Act (rather than requiring the Board of Higher Education to award grants under the Act). Removes the language providing that the consortium shall consider whether a candidate has experienced an interruption in his or her college education when recruiting potential candidates for the program. Provides that, subject to the requirements under the Dual Credit Quality Act, an institution of higher education may offer a high school student a dual credit course under the program. Provides that the Board of Higher Education may not adopt rules regarding candidate eligibility that are more restrictive than those in the Act. Makes conforming changes. Effective immediately.

CURRENT STATUS

3/20/2019 - Referred to Senate Assignments

HB160 CANNABIS-ENROLLED STUDENT *(FLOWERS M)*

House Committee Amendment No. 1 - Replaces everything after the enacting clause. Amends the Cannabis Control Act. Provides that the enhanced penalties for delivering cannabis in a school or on school property does not apply to a violation that occurs in or on the grounds of a building that is designated as a school but is no longer operational or active as a school, including a building that is temporarily or permanently closed by a unit of local government. Effective immediately.

CURRENT STATUS

3/28/2019 - Third Reading - Short Debate - Passed 061-049-000

HB190 SCH CD-ACADEMIC SUPPORT *(FORD L)*

Amends the School Code. Provides that, beginning with the 2019-2020 school year, a school board shall require its schools to connect at-risk students in need of academic support to either community-based or in-school academic support; defines "at-risk student". Provides that each school district shall inform the parent or guardian of an at-risk student about the community-based or in-school academic support available in that school district or the community in which the school district is located. Effective immediately.

CURRENT STATUS

4/1/2019 - Added Co-Sponsor Rep. Barbara Hernandez

HB205 SCH MENTAL HEALTH INSTRUCTION *(CONROY D)*

Amends the Critical Health Problems and Comprehensive Health Education Act to require the instruction on mental health and illness to evaluate the multiple dimensions of health by reviewing the relationship between physical and mental health so as to enhance student understanding, attitudes, and behaviors that promote health, well-being, and human dignity.

CURRENT STATUS

3/20/2019 - Referred to Senate Assignments

HB208 SCH CD-CANNABIS INSTRUCTION *(FLOWERS M)*

Amends the School Code. Provides that beginning with the 2019-2020 school year, in every public school maintaining any of grades kindergarten through 12, there shall be instruction, study, and discussion on the side effects of cannabis when the use of cannabis is not authorized by the Compassionate Use of Medical Cannabis Pilot Program Act. Provides that each school board must develop and integrate a test on the use and side effects of cannabis into the instruction and require passage of the test by each student. Amends the State Mandates Act to require implementation without reimbursement by the State. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB246 SCH CD-HISTORY-LGBT *(MOELLER A)*

Amends the School Code. With regard to the textbook block grant program, provides that the textbooks authorized to be purchased must include the roles and contributions of all people protected under the Illinois Human Rights Act and must be non-discriminatory as to any of the characteristics under the Act. Provides that textbooks purchased with grant funds must be non-discriminatory. Provides that in public schools only, the teaching of history of the United States shall include a study of the roles and contributions of lesbian, gay, bisexual, and transgender people in the history of this country and this State. Effective July 1, 2020.

CURRENT STATUS

3/29/2019 - Added as Alternate Co-Sponsor Sen. Melinda Bush

HB247 SCH CD-DAILY PUPIL ATTENDANCE *(CRESPO F)*

Amends the School Code. Provides that for a pupil of legal school age and in kindergarten or any of grades 1 through 12, a day of attendance shall be counted only for sessions of not less than 5 clock hours of school work per day under direct supervision of (i) teachers or (ii) non-teaching personnel or volunteer personnel when engaging in non-teaching duties and supervising in instances specified under the Code; provides for exceptions. Makes conforming changes, including in the Vocational Academies Act.

CURRENT STATUS

3/29/2019 - House Floor Amendment No. 1 Recommends Be Adopted Elementary & Secondary Education: School Curriculum & Policies Committee; 012-004-000

HB253 EDU LABOR ACT-EMPLOYEE DEFN *(GUZZARDI W)*

Amends the Illinois Educational Labor Relations Act. Provides that the term "student" within the definition of "educational employee" or "employee" as used in the Act excludes (rather than includes) graduate students who are research assistants primarily performing duties that involve research, graduate assistants primarily performing duties that are pre-professional, graduate students who are teaching assistants primarily performing duties that involve the delivery and support of instruction, or any other graduate assistants. Effective immediately.

CURRENT STATUS

3/28/2019 - Third Reading - Short Debate - Passed 072-037-000

HB254 SCH CD-CLASS SIZE GOALS *(GUZZARDI W)*

Amends the School Code. Provides that, no later than day 60 of instruction in each school year, a school board shall report to the State Board of Education for kindergarten through grade 12 classes certain information about actively employed teachers, pupil-teacher ratios, class instructors, and class sections; defines terms. Requires

the State Board of Education to publish the information contained in the reports on its Internet website no later than December 1, 2020 and annually thereafter. Sets forth class size goals to be achieved by the 2021-2022 school year.

CURRENT STATUS

4/1/2019 - House Committee Amendment No. 1 State Mandates Fiscal Note Requested as Amended by Rep. Tom Demmer

HB256 SCH CD-STUDENT TEACHER-VIDEO *(GUZZARDI W)*

Amends the Educator Licensure Article of School Code. Provides that, beginning with the 2019-2020 school year, in order to obtain a license under the Article, a student teacher candidate may not be required to videotape himself or herself or his or her students in a classroom setting. Effective immediately.

CURRENT STATUS

4/1/2019 - Added Co-Sponsor Rep. Yehiel M. Kalish

HB350 PEN CD-EMPLOYER CONTRIBUTIONS *(WILLIS K)*

Amends the Downstate Teachers and State Universities Articles of the Illinois Pension Code. Requires an employer to make an additional employer contribution for a participant whose earnings for any academic year used to determine the final rate of earnings exceed the amount of his or her earnings with the same employer for the previous academic year by more than 6% (instead of 3%). Makes conforming changes. Effective immediately.

CURRENT STATUS

3/29/2019 - House Bills on Third Reading

HB434 EDUCATION-TECH *(MADIGAN M)*

Amends the P-20 Longitudinal Education Data System Act. Makes a technical change in a Section concerning the short title.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate **

HB436 EDUCATION-TECH *(MADIGAN M)*

Amends the School Code. Makes a technical change in a Section concerning the School Code's construction.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate **

HB817 SCH CD-COMPUTER SCIENCE ED *(WELCH E)*

Amends the School Code. Defines "computer science education". Requires the State Board of Education to establish an Office of Computer Science Education and to select an Executive Director for that Office. Requires the Executive Director to work with a team of professionals assigned to the Office and with a variety of stakeholder groups toward ensuring that every student in kindergarten through grade 12 in this State is afforded an equal and equitable opportunity to obtain a world-class computer science education. Provides that from the amounts appropriated for its annual budget, the State Board must provide funding for computer science education that must be used exclusively for teacher salaries, ongoing professional development for teachers, and technology needed specifically for facilitating computer science education. With regard to the State Board's school report cards, provides that the curriculum information data must include data on computer science courses, which must be disaggregated by every student subgroup identity recognized by the State Board, including race, gender identity, and free or reduced-price lunch program eligibility. Requires the report cards to also include data on the amount of money allocated annually for computer science education. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB822 UNDESIGNATED GLUCAGON-SCHOOLS *(HALPIN M)*

Amends the Care of Students with Diabetes Act. Provides that a school may maintain a supply of glucagon medication in any secure location that is accessible before, during, or after school where a student is most at risk, including, but not limited to, a classroom or the nurse's office; defines "glucagon medication" and "undesignated glucagon medication". Provides that a physician, a physician assistant who has prescriptive authority, or an advanced practice registered nurse who has prescriptive authority may prescribe undesignated glucagon medication in the name of the school to be maintained for use when necessary. Allows a delegated care aide to carry undesignated glucagon medication. Provides that within 24 hours after the administration of undesignated glucagon medication, a school must notify the school nurse and the student's parent or guardian or emergency contact, if known, and health care provider of its use. Effective immediately.

House Committee Amendment No. 1 - Removes the definition of "glucagon medication". Changes the definition of "undesignated glucagon medication" to "undesignated glucagon"; makes conforming changes. Removes a provision allowing a delegated care aide to carry undesignated glucagon on his or her person while in school or at a school-sponsored activity. Allows a school to maintain a supply of glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide (rather than in any secure location that is accessible before, during, or after school where a student is most at risk). Provides that a school nurse or delegated care aide may administer undesignated glucagon if he or she is authorized to administer the

undesignated glucagon through a student's diabetes care plan and if the student's prescribed glucagon is not available on-site or has expired. Provides that immediately (rather than within 24 hours) after the administration of undesignated glucagon, a school must notify the school nurse (unless the school nurse was the one administering it) and the student's parent or guardian or emergency contact, if known, and health care provider of its use.

CURRENT STATUS

3/20/2019 - Referred to Senate Assignments

HB921 SCH CD-ED SUPPORT PERSONNEL *(STUART K)*

Amends the School Code. Provides that if an educational support personnel employee is removed or dismissed as a result of a decision of the school board to decrease the number of educational support personnel employed by the board or to discontinue some particular type of educational support service and he or she accepts the tender of a vacancy within one calendar year from the beginning of the following school term, then that employee shall maintain any rights accrued during his or her previous service with the school district. Effective immediately.

CURRENT STATUS

3/20/2019 - Referred to Senate Assignments

HB922 SCHCD-FEMININE HYGIENE PRODUCT *(CHAPA LAVIA L)*

Amends the School Code. Provides that a school district shall make feminine hygiene products available, at no cost to students, in each bathroom of every school building (rather than in bathrooms of school buildings). Effective immediately.

CURRENT STATUS

3/29/2019 - House Bills on Third Reading

HB1472 PEN CD-DOWNST TEACHER-SHORTAGE *(DAVIDSMEYER C)*

Amends the Downstate Teacher Article of the Illinois Pension Code. In the provision defining "eligible employment" for the purpose of allowing a teacher to return to teaching in subject shortage areas without impairing his or her retirement status or retirement annuity, changes the ending date of the employment from no later than June 30, 2019 to no later than June 30, 2021. Provides that any benefit increase that results from the amendatory Act is excluded from the definition of "new benefit increase". Amends the State Mandates Act to require implementation without reimbursement by the State. Effective immediately.

CURRENT STATUS

3/26/2019 - Referred to Senate Assignments

HB1475 SEIZURE SMART SCHOOL ACT *(BRYANT T)*

House Committee Amendment No. 3 - Replaces everything after the enacting clause. Reinserts the provisions of the introduced bill with the following changes. Makes a change to the legislative findings. Changes the definition of "delegated care aide" to mean a school employee or paraprofessional who has agreed to receive training in epilepsy and assist a student in implementing his or her seizure action plan and who has entered into an agreement with a parent or guardian of that student. Limits the definition of "school employee" to include, among other persons, a person who is employed by a school district or school as a principal, administrator, guidance counselor, or teacher. Provides that the training of a delegated care aide shall include consultation with the student's parent or guardian and may include consultation with an epilepsy educator approved by the Epilepsy Foundation of America and training for school employees must be provided annually through approximately one hour of self-study review approved by the Epilepsy Foundation of America or by an epilepsy educator approved by the Epilepsy Foundation of America (rather than requiring training for school employees and delegated care aides to be provided by a trained health care provider with an expertise in epilepsy). Removes a provision requiring the principal of a school to coordinate the training of all delegated care aides. Provides that, if applicable, a seizure action plan (rather than an information sheet) must be provided to any school employee who transports a student with epilepsy to a school-sponsored activity; makes a conforming change. Requires a school employee to be in compliance with the training provisions of the Act in order to have immunity. Adds an effective date of July 1, 2020.

CURRENT STATUS

3/29/2019 - House Bills on Third Reading

HB1559 SCH CD-MEDIA LITERACY *(HERNANDEZ E)*

Amends the School Code. Provides that, beginning with the 2019-2020 school year, every public high school may include in its curriculum a unit of instruction on media literacy; defines "media literacy". Provides requirements for the unit of instruction. Provides that the State Superintendent of Education may prepare and make available to school boards instructional materials that may be used as guidelines for the unit of instruction. Effective immediately.

CURRENT STATUS

3/28/2019 - Added as Alternate Chief Co-Sponsor Sen. Iris Y. Martinez

HB1561 SCH THREAT ASSESSMENT PROTOCOL *(CRESPO F)*

Amends the School Safety Drill Act. Requires all school boards of school districts to develop threat assessment protocols and to create threat assessment teams. Provides that the threat assessment team shall include specified personnel and other members. Provides that a threat assessment protocol adopted by the school board shall be a public document and be posted on the school district's website. Provides that a school board shall create the threat assessment team within 30 days after the effective date of the amendatory Act and adopt an initial threat assessment protocol within 90 days after the effective date of the amendatory Act. Provides that a school district may share information concerning a clear and present danger with another school district and creates a conforming exemption in the Illinois School Student Records Act. Creates exemptions for the work of the threat assessment team in the Open Meetings Act and the Freedom of Information Act. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2056 SCH CD-EDUCATOR LICENSE-TEST *(PARKHURST L)*

House Committee Amendment No. 1 - Replaces everything after the enacting clause. Reinserts the provisions of the introduced bill with the following change: Restores current law prohibiting an institution of higher learning from requiring an applicant to complete the test of basic skills prior to the semester before student teaching or prior to the semester before starting the final semester of an internship (rather than prior to completing a semester of student teaching or of an internship). Effective immediately.

CURRENT STATUS

4/1/2019 - House Floor Amendment No. 2 Referred to Rules Committee

HB2078 SCH CD-MINIMUM TEACHER SALARY *(STUART K)*

Amends the School Code. Provides that in fixing the salaries of teachers, a school board shall pay those who serve on a full-time basis a rate not less than (i) $32,076 for the 2020-2021 school year, (ii) $34,576 for the 2021-2022 school year, (iii) $37,076 for the 2022-2023 school year, and (iv) $40,000 for the 2023-2024 school year. Provides that the minimum salary rate for each school year thereafter, subject to review by the General Assembly, shall equal the minimum salary rate for the previous school year increased by a percentage equal to the percentage increase, if any, in the Consumer Price Index For All Urban Consumers for all items published by the United States Department of Labor for the previous school year.

CURRENT STATUS

3/29/2019 - House Bills on Third Reading

HB2084 SAFE SCHOOLS/HEALTHY LEARNING *(WELCH E)*

Amends the School Code. With respect to school discipline improvement plans, makes changes to how the State Board of Education determines the top 20% of school districts, when notification is given that a plan must be submitted, which school districts are required to submit a plan, the timeframe for school board approval of a plan and submission of that plan to the State Board, and when additional annual progress reports are required. Establishes the Safe Schools and Healthy Learning Environments Grant Program and grants under the program. Sets forth requirements for grant applicants and provisions for the distribution of funds appropriated for the program. Requires the State Board of Education to issue a yearly report on the results of the program in cooperation with school districts participating in the program. Provides that the State Board may adopt any rules necessary for the program. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2087 SCH CD-VIRTUAL DRIVER ED *(CARROLL J)*

Amends the School Code. Provides that a school district's decision to allow a student to take a portion of a driver education course through a distance learning program must be determined on a case-by-case basis and must be approved by the student's driver education teacher and the student's parent or guardian; defines "distance learning program". Provides that under no circumstances may the student take the entire driver education course through a distance learning program. Effective immediately.

CURRENT STATUS

3/29/2019 - House Floor Amendment No. 1 Recommends Be Adopted Elementary & Secondary Education: School Curriculum & Policies Committee; 019-000-000

HB2100 CHARTER SCH COMMISSION-ABOLISH *(WELCH E)*

Amends the State Finance Act and the Charter Schools Law of the School Code. Provides that on July 1, 2020, the State Charter School Commission is abolished and the terms of all members end. Provides that all of the powers, duties, assets, liabilities, contracts, property, records, and pending business of the Commission are transferred to the State Board of Education on that date. Provides for transfer of authorization to a local school board or boards. Makes related changes. Removes the appeal process, and provides that final decisions of a local school board are subject to judicial review under the Administrative Review Law.

CURRENT STATUS

3/29/2019 - House Floor Amendment No. 2 Recommends Be Adopted Elementary & Secondary Education: Administration, Licensing & Charter School; 005-003-000

HB2124 OPEN MEETINGS ACT-EXCEPTIONS *(WELCH E)*

Amends the Open Meetings Act. Provides that a public body may hold a closed meeting to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific independent contractors, or specific volunteers (currently, only specific employees) of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, independent contractor, or volunteer of the public body or against legal counsel for the public body to determine its validity. Effective immediately.

House Floor Amendment No. 1 - Provides that a public body may hold a closed meeting to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors (currently, specific independent contractors), or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor (currently, independent contractor), or a volunteer of the public body or against legal counsel for the public body to determine its validity.

CURRENT STATUS

3/28/2019 - Third Reading - Short Debate - Passed 101-003-000

HB2165 SCH CD-REQUIRED COURSE-MATH *(MURPHY M)*

Amends the School Code. With regard to required high school courses as a prerequisite to receiving a high school diploma, removes a provision specifying that the 3 years of mathematics must include one year of Algebra I and one year that includes geometry content and may include one year of an Advanced Placement computer science course; makes a conforming change.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2170 SCH CD-SEAL OF BILITERACY *(CHAPA LAVIA L)*

Amends the School Code. With regard to the State Seal of Biliteracy program, provides that if the State Board of Education establishes criteria that includes the use of the Evidence-Based Reading and Writing section of the SAT college admissions test as an acceptable English language proficiency assessment to demonstrate English language proficiency, the minimum qualifying score for eligibility to receive the State Seal of Biliteracy must be 480. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2177 SCH CD-DIPLOMA-MILITARY-KIA *(UNES M)*

Amends the School Code. Provides that, upon request, the school board of a school district that maintains grades 10 through 12 may posthumously award a diploma to any service member who was killed in action while performing active military duty in the armed forces of the United States if he or she: (1) resided in an area currently within the district; (2) left high school before graduating to serve in the armed forces of the United States; and (3) did not receive a high school diploma. Effective immediately.

CURRENT STATUS

3/27/2019 - Referred to Senate Assignments

HB2188 SCH CD-HEALTH EXAM-MENTAL HIST *(MANLEY N)*

Amends the School Code. With regard to the required health examination, provides that the social and emotional screening must include questions on a child's medical history that pertain to the mental health issues of his or her family and any other matter that could impact the child's future mental health. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2209 PROP TX-TIF INFO ON BILL *(YINGLING S)*

Amends the Property Tax Code. Provides that each tax bill shall contain a list of each tax increment financing (TIF) district in which the property is located and the dollar amount of tax due that is allocable to the TIF district. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar Order of 3rd Reading - Short Debate

HB2211 PROPERTY TAX-REFERENDUM *(YINGLING S)*

Amends the Property Tax Code. Provides that the election authority for Lake County shall cause to be submitted to the voters of Lake County at the general election held on November 3, 2020 a referendum to convert the Office of the Chief Assessment Officer of Lake County to an elected office rather than an appointed office. Provides for the form of the referendum to be submitted. Provides that in the event that a majority of the electors voting on the referendum are in favor thereof, the Office of the Chief Assessment Officer of Lake County shall become an elected office. Provides requirements for the candidacy, election, and assumption of office of a Chief Assessment Officer of Lake County. Amends the Election Code to allow for the submission of a referendum regarding the Office of the Chief Assessment Officer of Lake County. Effective immediately.

CURRENT STATUS

3/29/2019 - House Bills on Second Reading

HB2234 SCH CD-PHYSICAL EDUCATION *(HARPER S)*

Amends the School Code. Provides that an approved waiver from or modification to a physical education mandate may remain in effect for a period not to exceed 2 school years (rather than 5 school years like other mandate waivers) and may be renewed no more than 2 times upon application by an eligible applicant. Provides that an approved waiver from or modification to a physical education mandate may be changed within the 2-year period by the school board or regional superintendent of schools, whichever is applicable, following the procedure set forth in the Code for the initial waiver or modification request. Provides that a school board may determine the schedule or frequency of physical education courses, provided that an elementary school pupil engage in a course of physical education for a minimum of 150 minutes per week and a middle school, junior high school, or high school pupil engage in a course of physical education for a minimum of 225 minutes per week (rather than engage in a course of physical education for a minimum of 3 days per 5-day week). Provides that if a student non-attendance day is scheduled for a day that would otherwise include a physical education class or if the school building is not otherwise open to students on a day that would otherwise include a physical education class, a student is not required to make up the minutes from that class; defines "student non-attendance day". Effective July 1, 2019.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2258 SCH CD-REQUIRD HIGH SCH COURSE *(WELTER D)*

Amends the School Code. With regard to the prerequisites to receiving a high school diploma, provides that a pupil must complete one year chosen from music, art, foreign language, vocational education, or speech (rather than music, art, foreign language, or vocational education).

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2263 SCHOOLS-WORK ETHIC INSTRUCTION *(LILLY C)*

Amends the Postsecondary and Workforce Readiness Act. In provisions concerning postsecondary and career expectations, provides that, beginning in grade 6, students should be introduced to the importance of developing and applying a work ethic in a variety of contexts; sets forth what this introduction may include.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2265 SCH CD-CIVICS COURSE *(LILLY C)*

Amends the School Code. Provides that every public elementary school shall include in its 6th, 7th, or 8th grade curriculum, beginning with the 2019-2020 school year, at least one semester of civics education; specifies course content requirements and requires the education to be in accordance with Illinois Learning Standards for social science. Allows school districts to consult with civics education stakeholders, as deemed appropriate by the State Board of Education. Allows school districts to utilize private funding available for the purposes of offering civics education. Effective July 1, 2019.

House Committee Amendment No. 1 - Provides that, beginning with the 2020-2021 school year (rather than the 2019-2020 school year), every public elementary school shall include in its 6th, 7th, or 8th grade curriculum at least one semester of civics education. Changes the effective date of the Act to July 1, 2020 (rather than July 1, 2019).

CURRENT STATUS

3/29/2019 - Added Co-Sponsor Rep. Jaime M. Andrade, Jr.

HB2272 SCH CD-TEACHERS-EVALUATIONS *(MARTWICK R)*

Amends the School Code and the Illinois Educational Labor Relations Act. Provides that, on and after September 1, 2019, all teacher evaluation ratings on record as "excellent", "proficient", or "needs improvement" are considered "effective" and all teacher evaluation ratings on record as "unsatisfactory" are considered "ineffective" for the purposes of the Employment of Teachers Article. Makes other changes concerning the waiver or modification of mandates; school report cards; license suspension or revocation; contractual continued service; removal or dismissal of teachers; an optional alternative evaluative dismissal process; evaluation plans; a local appeal process for ineffective ratings; rules; the appointment and promotion of teachers in Chicago; alternative procedures for teacher evaluation, remediation, and removal in Chicago; and the Open Meetings Act. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2275 ED EMPLOYEE-IMPASSE PROCEDURES *(CONYEARS-ERVIN M)*

Amends the Illinois Educational Labor Relations Act. Removes language concerning impasse procedures involving an educational employer whose territorial boundaries are coterminous with those of a city having a population in excess of 500,000. Repeals provisions concerning subjects of collective bargaining with that educational employer. Effective immediately.

CURRENT STATUS

3/28/2019 - Added Chief Co-Sponsor Rep. Rita Mayfield

HB2485 SCH CD-STATEMENT OF AFFAIRS *(SEVERIN D)*

Amends the School Code. Requires a school board to publish a notice that the district's annual statement of affairs is available on the State Board of Education's Internet website and in the district's main administrative office (instead of requiring a summary of the statement of affairs to be published). Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2550 $ART PROGRAMS *(LILLY C)*

Appropriates $10,000,000 to the Illinois State Board of Education for after-school art programs and $10,000,000 to the Illinois Arts Council for community art programs. Effective July 1, 201 9 .

CURRENT STATUS

3/6/2019 - House Appropriations-General Services, (First Hearing)

HB2605 SCH CD-SPEECH PATHOLOGIST *(CRESPO F)*

Amends the Children with Disabilities Article of the School Code. With regard to the speech-language pathologist provision, provides that notwithstanding the requirements of the provision, a Professional Educator License with a school support personnel endorsement for non-teaching speech-language pathologist shall be issued to a speech-language pathologist who (i) holds a regular license as a speech-language pathologist pursuant to the Illinois Speech-Language Pathology and Audiology Practice Act and (ii) holds a current Certificate of Clinical Competence in speech-language pathology from the American Speech-Language-Hearing Association.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2627 SCH CD-SCH BOOKING STATION *(KIFOWIT S)*

Amends the School Code. Provides that a student may not be questioned or detained at a school site at which students are detained in connection with criminal charges or allegations, taken into custody, or engaged with law enforcement personnel without the presence of the student's parent or guardian, a school social worker, or a licensed mental health professional. Effective immediately.

CURRENT STATUS

3/29/2019 - House Bills on Second Reading

HB2802 SCH CD-BOARD MEMBER-VACANCY *(WELCH E)*

Amends the School Code. With regard to boards of education in school districts having a population of not fewer than 1,000 and not more than 500,000 inhabitants, provides that if, whenever a vacancy occurs, members of the board fail to fill the vacancy within 60 (rather than 45) days after the vacancy occurs, the regional superintendent of schools shall fill the vacancy.

CURRENT STATUS

3/27/2019 - Referred to Senate Assignments

HB2822 SCH CD-SCHOOL REPORT CARD *(WEST M)*

Amends the School Code. Provides that the State Board of Education's school report cards must include the most current data on the percentage of students who participated in job shadowing, the percentage of students who have completed an internship, and whether a school offered its students vocational training opportunities. Makes a related change for the State report card. Effective July 1, 2020.

CURRENT STATUS

3/29/2019 - House Bills on Third Reading

HB2830 SCHOOL CONFERENCE NO TERMINATE *(STAVA-MURRAY A)*

Amends the School Visitation Rights Act. Prohibits an employer from terminating an employee because of an absence from work due to employee's attendance at a school conference or activity. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2868 SCH CD-WORK-BASED LEARNING *(SCHERER S)*

Amends the School Code. Requires the State Board of Education to develop a work-based learning database to help facilitate relationships between school districts and businesses and expand work-based learning in this State; defines "work-based learning". Effective immediately.

CURRENT STATUS

3/28/2019 - House Bills on First Reading

HB2932 SCH CD-EDU LICENSE-SKILL TEST *(SMITH N)*

Amends the Educator Licensure Article of the School Code. Provides that, beginning with the 2019-2020 school year, an applicant seeking a Professional Educator License or an Educator License with Stipulations who holds a bachelor's degree from a regionally accredited institution of higher education is not required to pass a test of basic skills to be issued that license. Makes conforming changes. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB2982 SUBSTITUTE TEACHER-CRIM CHECK *(SWANSON D)*

Amends the School Code. With regard to criminal history records checks and checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database, provides that if a criminal history records check or check of the Statewide Sex Offender Database or Statewide Murderer and Violent Offender Against Youth Database is performed by a regional superintendent for an applicant seeking employment as a substitute teacher with a school district, the regional superintendent may disclose to the State Board of Education whether the applicant has been issued a certificate based on those checks. Provides that if the State Board receives information on an applicant, then it must indicate in the Educator Licensure Information System for a 90-day period that the applicant has been issued or has not been issued a certificate. Provides that a school district seeking to employ the substitute teacher may use the information in the Educator Licensure Information System rather than initiating its own criminal history records check or check of the Statewide Sex Offender Database or Statewide Murderer and Violent Offender Against Youth Database. Makes other changes concerning the Statewide Murderer and Violent Offender Against Youth Database. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3053 SCH DISTRICT EFFICIENCY COMM *(MAYFIELD R)*

Amends the School Code. Creates the School District Efficiency Commission. Provides for the membership and support of the Commission. Requires the Commission to make recommendations to the Governor and the General Assembly on the number of school districts in this State, the optimal amount of enrollment for a school district, and where reorganization and realignment of school districts would be beneficial in this State; specifies the topics on which the recommendations must focus. Provides that, on or before May 1, 2020, the Commission must vote on its recommendations and submit a report to the Governor and the General Assembly. Provides that if the Commission adopts the report recommendations by an affirmative vote of at least 11 of its members, then the Commission's recommendations for reorganization of school districts into unit school districts must be placed on the ballots of the designated school districts in the next general election in the same manner as petitions approved by a regional superintendent of schools, except without financial incentives. Provides that the Commission is dissolved the day after the report is filed with the Governor and the General Assembly. Repeals the provision on February 1, 2021. Makes a conforming change in the Conversion and Formation of School Districts Article. Effective immediately.



CURRENT STATUS

3/28/2019 - Added Chief Co-Sponsor Rep. John Connor

HB3086 SCH CD-ANGER MANAGEMENT CLASS *(LILLY C)*

Amends the School Code. Provides that a school board shall require its schools to either connect at-risk students with anger management classes offered in the community or conduct their own anger management classes for at-risk students. Provides that if the school board requires a school to conduct these classes, the classes do not have to be implemented until the beginning of the 2021-2022 school year. Effective immediately.



CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3096 PTELL-REFERENDUM *(HERNANDEZ E)*

Amends the Property Tax Extension Limitation Law in the Property Tax Code. Provides that, on and after January 1, 2020, a referendum to increase the district's aggregate extension may be submitted to the voters. Effective January 1, 2020.



CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3144 SCH CD-CLASSROOM PLACEMENT *(HALBROOK B)*

Amends the School Code. Requires a school district to allow the parent or guardian of twins or higher order multiples to request that his or her children be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school. Provides that the principal of the school may request a meeting with the parent or guardian to recommend classroom placement and if the parent or guardian and the principal, in consultation with the children's assigned classroom teacher or teachers, do not agree on classroom placement after the meeting is held, the principal may request a school board hearing to determine classroom placement. Provides that if the principal does not request a meeting with the parent or guardian or does not request a school board hearing to determine classroom placement, the school must provide the classroom placement requested by the parent or guardian. Provides for the school board to make a classroom placement determination during the school year, after a hearing, if the principal determines that the original placement is disruptive to the classroom environment or is otherwise academically, behaviorally, or mentally not beneficial to the children. Effective immediately.



CURRENT STATUS

3/29/2019 - House Bills on Second Reading

HB3237 SCHCD-STATE SEAL OF BILITERACY *(CHAPA LAVIA L)*

Amends the School Code. Provides that to demonstrate sufficient English language proficiency for eligibility to receive the State Seal of Biliteracy, the State Board of Education shall allow a student to provide his or her school district with evidence of completion of (i) an AP English Language and Composition Exam with a score of 4 or 5, (ii) an English language arts dual credit course with a final grade point average of 2.0 or higher, or (iii) transitional coursework in English language arts articulated in partnership with a community college as an ESSA College and Career Readiness Indicator with a final grade point average of 2.0 or higher. Effective immediately.



CURRENT STATUS

4/1/2019 - Added Chief Co-Sponsor Rep. Elizabeth Hernandez

HB3244 SCHOOL FACILITY & RESOURCE TAX *(DEMMER T)*

Amends the Counties Code. Provides that counties may impose a tax to be used exclusively for school facility purposes, school resources officers, or mental health professionals (rather than exclusively for school facility purposes). Adds referendum language to levy, reduce, or discontinue the tax. Amends the Innovation Development and Economy Act and the School Construction Law to make conforming changes. Amends the School Code to make conforming changes and to provide that if a school district having a population of less than 500,000 inhabitants determines that it is necessary for school security purposes and the related protection and safety of pupils and school staff to hire a school resource officer, the district may levy a tax or issue bonds as provided under a provision in the Code authorizing a school board to levy a tax or to borrow money and issue bonds for fire prevention, safety, energy conservation, accessibility, school security, and specified repair purposes if funds are not needed for those other purposes. Effective immediately.

CURRENT STATUS

3/29/2019 - Added Co-Sponsor Rep. Avery Bourne

HB3302 SCH CD-SPECIAL ED COMPLAINTS *(CRESPO F)*

Amends the Children with Disabilities Article of the School Code. Provides that, for the Chicago School District only, for complaints concerning delays and denials of special education services in the 2016-2017 or 2017-2018 school year, a complainant has no less than 2 years following the creation of the State Board of Education's compensatory education plan and notification of that plan to parents and guardians of impacted children to file a complaint if the complainant has not obtained relief through (i) the compensatory education plan, (ii) a due process claim, or (iii) mediation. Provides that the State Board's notification of its compensatory education plan to parents and guardians must include notification of the extended timeframe to file complaints under this subsection. Effective July 1, 2019.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3303 SCH CD-STATE ASSESSMENTS *(CRESPO F)*

Amends the School Code. With regard to State assessments, provides that beginning no later than the 2020-2021 school year, the State Board of Education shall annually assess all students in reading and mathematics in kindergarten through grade 3 to meet the goals and standards of the federal Every Student Succeeds Act and any related rules. Provides that the assessment must include a balanced system of interim and summative assessments that are instructionally relevant, student-centered, and timely delivered and that provide grade-level proficiency scores for accountability purposes, growth metrics, and instructional information purposes. Provides that the State Board, in accordance with the federal Every Student Succeeds Act, shall support assessments that measure academic grade-level proficiency and academic growth measured against a stable, grade-independent scale. Effective January 1, 2020.

CURRENT STATUS

4/1/2019 - State Mandates Fiscal Note Requested by Rep. Tom Demmer

HB3304 SCHOOL INVESTIGATIVE INTERVIEW *(CRESPO F)*

Amends the Children's Advocacy Center Act. Provides that schools in a county with an accredited Children's Advocacy Center shall not proceed with interviews of a student regarding an alleged incident of sexual abuse, regardless of whether the student is a victim, witness, or alleged perpetrator, until the school receives written approval from an appropriate law enforcement agency or the Department of Children and Family Services. Allows a law enforcement agency or the Department to object to an interview allowed by the other entity and no interview may be done until both approve. Allows an investigating body of a school to view a forensic

interview under specified circumstances. Includes legislative findings and defines a term. Amends the School Code making conforming changes. Effective July 1, 2019.

CURRENT STATUS

3/29/2019 - Added Chief Co-Sponsor Rep. Emanuel Chris Welch

HB3305 TASK FORCE-SEXUAL ABUSE REVIEW *(CRESPO F)*

Amends the School Code. Creates the Make Sexual Abuse Fully Extinct Task Force to address issues concerning the sexual abuse of students in school-related settings. Provides for the membership, meetings, and support of the Task Force. Provides that the Task Force shall review the best practices for preventing the sexual abuse of students in a school-related setting or by school-related perpetrators, including school district employees or other students, how to best address that abuse, and the proper support for students who have suffered from that abuse. Provides that on or before January 1, 2020, the Task Force must report the findings of its review to the Governor and the General Assembly, at which time the Task Force is dissolved; specifies what the report must include. Repeals the provision on July 1, 2020. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3363 SCH CD-SUPERINTENDENT REQUIRED *(CAULKINS D)*

Amends the School Code. Removes the exception for a school district in which there is only one school with fewer than 4 teachers to the requirement that each school district employ a superintendent. Effective immediately.

CURRENT STATUS

3/28/2019 - Third Reading - Short Debate - Passed 106-001-000

HB3432 SCHCD-EMPLOYEE TRAUMA TRAINING *(LILLY C)*

Amends the School Code. Requires each school district to maintain an on-site trauma kit at each school of the district for bleeding emergencies. Provides that at least once every 2 years, a school board shall conduct in-service training for all school district employees on the methods to respond to trauma. Provides that the training must include instruction on how to respond to an incident involving life-threatening bleeding and how to use a school's trauma kit. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3435 INS CODE-EPINEPHRINE INJECTOR *(CARROLL J)*

Amends the Illinois Insurance Code. Provides that a policy of accident and health insurance or a managed care plan shall provide coverage for epinephrine injectors for persons 18 years of age or under. Makes conforming changes in the State Employees Group Insurance Act of 1971, the Counties Code, the Illinois Municipal Code, the School Code, the Health Maintenance Organization Act, the Limited Health Service Organization Act, the Voluntary Health Services Plans Act, and the Illinois Public Aid Code.

House Floor Amendment No. 1 - Specifies that the required coverage for epinephrine injectors for persons under the age of 18 years of age is limited to medically necessary epinephrine injectors.

CURRENT STATUS

3/29/2019 - Third Reading - Short Debate - Passed 092-000-003

HB3479 SCH CD-EDUCATOR MISCONDUCT *(CRESPO F)*

Amends the School Code. Provides that a check of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database must be conducted by the school district or regional superintendent, as applicable, once for every 5 years an applicant remains employed by a school district. Provides that no school board shall knowingly employ a person or knowingly allow a person to student teach who has been issued an indicated finding of abuse or neglect of a child by the Department of Children and Family Services under the Abused and Neglected Child Reporting Act or by a child welfare agency of another jurisdiction. Requires the State Board of Education to conduct random audits of Professional Educator Licensees to verify a licensee's fulfillment of required professional development hours. With regard to the conviction of certain offenses as grounds for disqualification for licensure or suspension or revocation of a license, provides that if the holder of a license or applicant for a license has been charged with attempting to commit, conspiring to commit, soliciting, or committing certain offenses, first degree murder, or a Class X felony or any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in this State, would have been punishable as one or more of those offenses, the State Superintendent of Education shall immediately suspend the license or deny the application until the person's criminal charges are adjudicated through a court of competent jurisdiction. Makes other changes.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3503 INS CODE-HEARING AIDS *(MANLEY N)*

House Committee Amendment No. 2 - Replaces everything after the enacting clause. Reinserts the provisions of the introduced bill with the following changes: Provides that an insurer shall offer, for an additional premium

and subject to the insurer's standard of insurability, optional coverage or optional reimbursement for hearing instruments and related services for all individuals (rather than the requiring the insurer to provide coverage for hearing instruments and related services for all individuals 65 years of age or older) when a hearing care professional prescribes a hearing instrument to augment communication. Provides a maximum of $2,500 (rather $1,500) for the hearing instrument and related services every 24 months. Provides that nothing in the provisions precludes an insured from selecting a more expensive hearing instrument as his or her own expense. Removes language providing that an insurer shall not be required to pay a claim filed by its insured for the payment of the cost of a hearing instrument if less than 24 months before the date of the claim its insured filed a claim for payment of the cost of the hearing instrument and the claim was paid by the insurer. Removes provisions amending the Illinois Public Aid Code.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3550 SCH CD-SEX EDUCATION-CONSENT *(WILLIAMS A)*

Amends the School Code. With regard to a sex education course, provides that course material and instruction in grades 6 through 12 must include an age-appropriate discussion on the meaning of consent that includes discussion on recognizing that (i) consent is a freely given agreement to sexual activity, (ii) consent to one particular sexual activity does not constitute consent to other types of sexual activities, (iii) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent, (iv) a person's manner of dress does not constitute consent, (v) a person's consent to past sexual activity does not constitute consent to future sexual activity, (vi) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person, (vii) a person can withdraw consent at any time, and (viii) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to certain circumstances. Removes a provision requiring material and instruction to include, with an emphasis on workplace environment and life on a college campus, discussion on what constitutes sexual consent. Makes other changes concerning the course material and instruction.

CURRENT STATUS

3/29/2019 - Placed on Calendar Order of 3rd Reading - Short Debate

HB3586 SCH CD-SPECIAL ED SERVICES *(CRESPO F)*

Amends the Children with Disabilities Article of the School Code. Provides that, for the Chicago School District only, beginning with the 2019-2020 school year, the school district shall, in collaboration with its primary office overseeing special education policies, publish on the school district's publicly available website any proposed changes to its special education policies, which must be available at least 45 days before the adoption of that policy change. Provides that the school district must make the entirety of its special education Procedural Manual and any other guidance documents pertaining to special education publicly available, in print and on the school district's website, in both English and Spanish. With regard to individualized education program meetings, provides that no later than 5 school days before a child's individualized education program

eligibility meeting or meeting to review a child's individualized education program, a school board or school personnel must provide the child's parent or guardian with copies of all relevant information collected about the child so that the parent or guardian may participate as a fully-informed team member of the meeting. Provides that the State Board of Education must (rather than may) create a telephone hotline to address concerns regarding the provision of special education services in a school district. Makes other changes. Effective July 1, 2019.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3606 STUDENT ONLINE PROTECTION *(MARTWICK R)*

Creates the Student Online Personal Protection Act of 2019. Provides for legislative intent and definitions. Provides for operator prohibitions, operator duties, school authority prohibitions, school authority duties, State Board of Education duties, and parent rights. Creates the Student Data Protection Oversight Committee and provides for the Committee's membership and support. Requires the Committee to submit an annual report to the General Assembly and the State Board of Education with recommendations, if any, for policy revisions and legislative amendments that would carry out the intent of the Act. Amends the Illinois School Student Records Act. Adds a definition of record. Requires written consent of a student's parent to publish student directories that list student names, addresses, and other identifying information and similar publications. Amends the Consumer Fraud and Deceptive Business Practices Act to make a conforming change. Repeals the Student Online Personal Protection Act. Effective immediately.

CURRENT STATUS

4/1/2019 - House Floor Amendment No. 1 Referred to Rules Committee

HB3628 ICCB-ADULT EDUCATION CLASSES *(BRISTOW M)*

Amends the School Code and the Public Community College Act. Moves provisions governing classes for adults and youths whose schooling has been interrupted from the School Code to the Public Community College Act. Amends the Adult Education Act. Defines "Adult Education" (rather than "Adult and Continuing Education") to mean academic instruction and educational services below the postsecondary level that increase an individual's ability to (i) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent and (ii) transition to postsecondary education and training or obtain employment. Provides for apportionment for adult education courses for the instruction of those persons who (i) are 16 years of age or older, are not enrolled or required to be enrolled in a secondary school under State law, and are basic-skills deficient, (ii) do not have a secondary school diploma or its recognized equivalent and have not achieved an equivalent level of education, or (iii) are an English language learner (rather than persons over 21 years of age and youths under 21 years of age whose schooling has been interrupted). Repeals the Adult Education Reporting Act. Makes conforming and other changes. Effective immediately.

House Committee Amendment No. 1 - With regard to classes for adults and youths whose schooling has been

interrupted, restores a School Code provision requiring the cost of the instruction to be assumed in its entirety from funds appropriated by the State to the Illinois Community College Board.

CURRENT STATUS

3/29/2019 - Placed on Calendar Order of 3rd Reading - Short Debate

HB3652 SCH CD-SCH COUNSELOR-COLLEGE *(YEDNOCK L)*

Amends the School Code. Provides that, in assisting all students with a college or post-secondary education plan, a school counselor must include a discussion on all post-secondary education options, including 4-year colleges or universities, community colleges, and vocational schools. Effective immediately.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HB3659 CHARTER SCHOOL-BOARD TRAINING *(ORTIZ A)*

Amends the Charter Schools Article of the School Code. Provides that, no later than one year after the effective date of the amendatory Act, a charter school's board of directors or other governing body must include at least one parent or guardian of a pupil currently enrolled in the charter school who may be selected through the charter school or a charter network election, appointment by the charter school's board of directors or other governing body, or by the charter school's Parent Teacher Organization or its equivalent. Provides that, no later than one year after the effective date of the amendatory Act or within the first year of his or her first term, every voting member of a charter school's board of directors or other governing body shall complete a minimum of 4 hours of professional development leadership training to ensure that each member has sufficient familiarity with the board's or governing body's role and responsibilities, including financial oversight and accountability of the school, evaluating the principal's and school's performance, adherence to the Freedom of Information Act and the Open Meetings Acts, and compliance with education and labor law. Provides that in each subsequent year of his or her term, a voting member of a charter school's board of directors or other governing body shall complete a minimum of 2 hours of professional development training in those same areas.

CURRENT STATUS

3/29/2019 - Placed on Calendar 2nd Reading - Short Debate

HJ9 MEDIA LITERACY TASK FORCE *(HERNANDEZ E)*

Creates the Illinois Media Literacy Task Force to assess the media habits of Illinois youth and create possible policies to be implemented in the State of Illinois.

CURRENT STATUS

3/29/2019 - Placed on Calendar Order of Resolutions

SB10 SCH CD-MINIMUM TEACHER SALARY *(MANAR A)*

Amends the School Code. Provides that in fixing the salaries of teachers, a school board shall pay those who serve on a full-time basis a rate not less than (i) $32,076 for the 2020-2021 school year, (ii) $34,576 for the 2021-2022 school year, (iii) $37,076 for the 2022-2023 school year, and (iv) $40,000 for the 2023-2024 school year. Provides that the minimum salary rate for each school year thereafter, subject to review by the General Assembly, shall equal the minimum salary rate for the previous school year increased by a percentage equal to the percentage increase, if any, in the Consumer Price Index For All Urban Consumers for all items published by the United States Department of Labor for the previous school year.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB28 SCH CD-DAILY PUPIL ATTENDANCE *(BERTINO-TARRANT J)*

Senate Floor Amendment No. 1 - Replaces everything after the enacting clause. Reinserts the provisions of the introduced bill with the following changes. With regard to daily pupil attendance, provides that pupil participation in any of the following activities shall be counted toward the calculation of clock hours of school work per day: (i) instruction in a college course in which a student is dually enrolled for both high school credit and college credit, (ii) participation in a supervised career development experience in which student participation and learning outcomes are supervised by an educator licensed under the School Code, (iii) participation in a youth apprenticeship in which student participation and outcomes are supervised by an educator licensed under the School Code, or (iv) participation in a blended learning program in which course content, student evaluation, and instructional methods are supervised by an educator licensed under the School Code. With regard to the e-learning days program, removes a requirement limiting the program to 3 school districts and requiring the State Board of Education to report its recommendations for expansion, revision, or discontinuation of the program on or before June 1, 2019. Provides that a research-based program for e-learning days must be verified by the regional office of education or intermediate service center for the school district (rather than submitted to the State Superintendent of Education for approval); makes related changes. Requires the program to address the school district's responsibility to ensure that all teachers and staff who may be involved in the provision of e-learning have access to any and all hardware and software that may be required for the program. Provides that a proposal for the program must include a provision that ensures that non-electronic materials are made available to students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology and that ensures that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day. Makes other and conforming changes. Effective July 1, 2019.

CURRENT STATUS

3/27/2019 - Referred to House Rules

SB59 DUAL CREDIT COURSE-FEES *(BERTINO-TARRANT J)*

Amends the Dual Credit Quality Act. Provides that an institution may not collect fees from a high school student enrolled in a dual credit course in excess of what the institution needs, per student, to administer a dual credit program. Provides that any fees collected from the high school student may not be used for any purpose other than administering the dual credit program. Effective immediately.

CURRENT STATUS

4/1/2019 - Added as Co-Sponsor Sen. Toi W. Hutchinson

SB78 SCH CD-HISTORY-LGBT *(STEANS H)*

Amends the School Code. With regard to the textbook block grant program, provides that the textbooks authorized to be purchased must include the roles and contributions of all people protected under the Illinois Human Rights Act and must be non-discriminatory as to any of the characteristics under the Act. Provides that textbooks purchased with grant funds must be non-discriminatory. Provides that in public schools only, the teaching of history of the United States shall include a study of the roles and contributions of lesbian, gay, bisexual, and transgender people in the history of this country and this State. Effective July 1, 2020.

CURRENT STATUS

3/29/2019 - Added as Chief Co-Sponsor Sen. Laura M. Murphy

SB117 STUDENT RECORDS DESTRUCTION *(BARICKMAN J)*

Amends the Illinois School Student Records Act. Provides that if the rights and privileges accorded to a parent under the Act have been transferred to a student, a school must give reasonable prior notice to the student (rather than the parent) before any school student record is destroyed or any information is deleted from that record. Provides that a school may provide reasonable prior notice to a parent or student through (i) notice in the school's parent or student handbook, (ii) publication in a newspaper, (iii) U.S. mail delivered to the last known address of the parent or student, or (iv) other means provided the notice is confirmed to have been received.

CURRENT STATUS

3/29/2019 - Added Alternate Chief Co-Sponsor Rep. Dan Brady

SB185 SCH CD-ROE-GRANT PROGRAMS *(LIGHTFORD K)*

Amends the School Code. With regard to grants to alternative schools, safe schools, and alternative learning opportunities programs, for fiscal year 2019, to calculate grant amounts to the programs operated by regional offices of education, the State Board of Education shall calculate an amount equal to the greater of the regional program's best 3 months of average daily attendance for the 2017-2018 school year or the average of the best 3 months of average daily attendance for the 2015-2016 school year through the 2017-2018 school year, multiplied by the amount of $6,119. Effective immediately.

CURRENT STATUS

3/28/2019 - Added as Co-Sponsor Sen. Antonio Mu?oz

SB196 OPEN MEETINGS ACT-EXCEPTIONS *(BUSH M)*

Amends the Open Meetings Act. Provides that a public body may hold a closed meeting to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific independent contractors, or specific volunteers (currently, only specific employees) of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, independent contractor, or volunteer of the public body or against legal counsel for the public body to determine its validity. Effective immediately.

CURRENT STATUS

4/3/2019 - House Executive, (First Hearing)

SB209 SCH CD-SPECIAL ED AGREEMENTS *(BERTINO-TARRANT J)*

Amends the School Code. With regard to special education joint agreements, provides that under no circumstances may a petition for withdrawal from a joint agreement be presented to other member districts less than 18 months from the date of the proposed withdrawal. Provides that if a petition for withdrawal is not approved by the other member districts, any petitioning member district (rather than only a petitioning member district that is part of a Class II county school unit outside of a city of 500,000 or more inhabitants) may appeal the disapproval. Provides that the trustees of schools of the township having jurisdiction and authority over the withdrawing district or the hearing panel established by the chief administrative officer of the intermediate service center having jurisdiction over the withdrawing district shall convene and hear testimony to determine whether the withdrawing district has presented sufficient evidence that the district, standing alone, will provide a full continuum of services and support to all its students with disabilities in the foreseeable future; specifies requirements for the withdrawing district prior to the hearing. Provides that each withdrawing district shall develop a comprehensive plan that includes the administrative policies and procedures outlined in specified special education rules of the State Board of Education and all relevant portions of the federal Individuals with Disabilities Education Act. Provides that the withdrawing district must also demonstrate its ability to provide education for a wide range of students with disabilities, including a full continuum of support and services. Effective immediately.

CURRENT STATUS

SB217 SCH CD-MILITARY SERVICE-SALARY *(MANAR A)*

Amends the School Code. With regard to the salary of any employee of a school board who is a member of any reserve component of the United States Armed Services and is mobilized to active military duty or teacher who is employed in a Department of Defense overseas dependents' school or is mobilized to active military duty, removes a provision decreasing the amount of the employee's salary by the employee's base pay for military service.

CURRENT STATUS

4/1/2019 - Added as Co-Sponsor Sen. Toi W. Hutchinson

SB244 GROW YOUR OWN TEACHER *(MARTINEZ I)*

Amends the Grow Your Own Teacher Education Act. Makes changes to the definitions of "cohort", "eligible school", and "hard-to-staff school", and defines "dual credit course". Provides that Grown Your Own Illinois (rather than the Board of Higher Education) shall administer the Grow Your Own Teacher Education Initiative as a grant competition to fund consortia that will carry out Grow Your Own Teacher preparation programs. In provisions concerning selection of grantees, provides that the Board of Higher Education shall, subject to appropriation, allocate funds to Grow Your Own Illinois for the purpose of administering the program and awarding grants under the Act (rather than requiring the Board of Higher Education to award grants under the Act). Removes the language providing that the consortium shall consider whether a candidate has experienced an interruption in his or her college education when recruiting potential candidates for the program. Provides that, subject to the requirements under the Dual Credit Quality Act, an institution of higher education may offer a high school student a dual credit course under the program. Provides that the Board of Higher Education may not adopt rules regarding candidate eligibility that are more restrictive than those in the Act. Makes conforming changes. Effective immediately.

CURRENT STATUS

3/28/2019 - Added as Co-Sponsor Sen. Omar Aquino

SB868 EDUCATION-TECH *(BRADY W)*

Amends the Career and Workforce Transition Act. Makes a technical change in a Section concerning the short title.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1189 SCH CD-PHYSICAL EDUCATION *(HOLMES L)*

Amends the School Code. Provides that an approved waiver from or modification to a physical education mandate may remain in effect for a period not to exceed 2 school years (rather than 5 school years like other mandate waivers) and may be renewed no more than 2 times upon application by an eligible applicant. Provides that an approved waiver from or modification to a physical education mandate may be changed within the 2-year period by the school board or regional superintendent of schools, whichever is applicable, following the procedure set forth in the Code for the initial waiver or modification request. Provides that a school board may determine the schedule or frequency of physical education courses, provided that an elementary school pupil engage in a course of physical education for a minimum of 150 minutes per week and a middle school, junior high school, or high school pupil engage in a course of physical education for a minimum of 225 minutes per week (rather than engage in a course of physical education for a minimum of 3 days per 5-day week). Provides that if a student non-attendance day is scheduled for a day that would otherwise include a physical education class or if the school building is not otherwise open to students on a day that would otherwise include a physical education class, a student is not required to make up the minutes from that class; defines "student non-attendance day". Effective July 1, 2019.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1212 COURSE EQUITY ACT *(LIGHTFORD K)*

Creates the Course Equity Act. Defines terms. Requires the State Board of Education to establish a Course Equity Program in which any public or nonpublic school student in this State may enroll in a Course Equity Program course, provided that the student has completed all applicable prerequisite course requirements. Provides that the funding structure for Course Equity Program courses must maximize access to courses for low-income students and school districts by following a specified funding structure. Provides that the initial authorization of a Course Provider and courses shall be for a one-year period and the State Board may reauthorize a Course Provider for additional periods of up to 3 years. Provides that the initial authorization of a Course Provider requires the Board to establish a course review and approval process for Course Providers that may be implemented by the Board or an entity designated by the Board. Specifies qualifications for a course to be added to the Course Equity Catalog. Requires Course Providers to annually report to the Board; specifies report requirements. Provides for the Board's responsibilities and a school district's responsibilities. Allows for rulemaking by the Board. Amends the Public Community College Act to provide that, for purposes of enrollment in a dual credit course through the Course Equity Program, a student shall, for tuition purposes, be classified as a resident of a community college district if he or she meets the criteria to be deemed an Illinois resident under the Act. Effective immediately.

CURRENT STATUS

4/1/2019 - Added as Co-Sponsor Sen. Toi W. Hutchinson

SB1213 SCH CD-TEACHERS-EVALUATIONS *(LIGHTFORD K)*

Amends the School Code. Provides that, on and after September 1, 2019, all teacher evaluation ratings on record as "excellent", "proficient", or "needs improvement" are considered "effective" and all teacher evaluation ratings on record as "unsatisfactory" are considered "ineffective" for the purposes of the Employment of Teachers Article. Makes other changes concerning the waiver or modification of mandates; school report cards; license suspension or revocation; contractual continued service; removal or dismissal of teachers; an optional alternative evaluative dismissal process; evaluation plans; a local appeal process for ineffective ratings; rules; the appointment and promotion of teachers in Chicago; alternative procedures for teacher evaluation, remediation, and removal in Chicago; and the Open Meetings Act. Effective immediately.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1226 CHARTER SCH COMMISSION-ABOLISH *(HOLMES L)*

Amends the State Finance Act and the Charter Schools Law of the School Code. Provides that on July 1, 2020, the State Charter School Commission is abolished and the terms of all members end. Provides that all of the powers, duties, assets, liabilities, contracts, property, records, and pending business of the Commission are transferred to the State Board of Education on that date. Provides for transfer of authorization to a local school board or boards. Makes related changes. Removes the appeal process, and provides that final decisions of a local school board are subject to judicial review under the Administrative Review Law.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1249 SCH CD-SEXUAL ASSAULT-REPORT *(MURPHY L)*

Amends the School Code. Provides that, upon knowledge of an incident of sexual assault by a student against another student, a school district shall report the incident to the State Board of Education; defines "sexual assault". Provides that the State Board shall post on its website for each school year the total number of reported incidents statewide and in each school district. Provides that the State Board shall also report the data annually to the General Assembly no later than September 1 of each year.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1250 SCHOOL CODE-ASTHMA MEDICATION *(MURPHY L)*

Senate Floor Amendment No. 1 - Replaces everything after the enacting clause. Amends the School Code. Provides that, notwithstanding any other provision of law, a school district must allow any student with an

asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act to self-administer any medication required under those plans if the student's parent or guardian provides the school district with (i) written permission for the student's self-administration of medication and (ii) written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer the medication. Requires a parent or guardian to also provide to the school district the prescription label for the medication, which must contain the name of the medication, the prescribed dosage, and the time or times at which or the circumstances under which the medication is to be administered. Provides that each school district must adopt an emergency action plan for a student who self-administers medication; specifies the plan's requirements. Provides that a school district and its employees and agents shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by a student.

CURRENT STATUS

4/1/2019 - Chief House Sponsor Rep. Karina Villa

SB1272 SCH CD-SPEECH PATHOLOGIST *(REZIN S)*

Amends the Children with Disabilities Article of the School Code. Provides that if a speech-language pathologist holds a regular State license as a speech-language pathologist, he or she does not need to meet other requirements to be issued a Professional Educator License with a school support personnel endorsement for non-teaching speech-language pathologist. Also changes outdated references regarding certification rather than licensure. Effective immediately.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1287 SCH CD-SUPERINTENDENT AGREEMNT *(REZIN S)*

Amends the School Code. Provides that a school board shall, upon passage of a referendum after submission of a petition signed by no less than 5% of the school district's voters in the last consolidated election, or may, by resolution, enter into a joint agreement with other school boards to share the services of a superintendent or other administrator. Provides that any savings realized by sharing services must be divided equally between classroom needs and property tax relief. Provides that a school district wishing to withdraw from the joint agreement shall obtain from its school board a written resolution approving the withdrawal and shall present a petition for withdrawal to the other member school districts within the timelines designated by the joint agreement if the school district entered into the joint agreement by resolution. Provides that a school district wishing to withdraw from the joint agreement shall submit to the voters of the district the question of whether the school district shall withdraw from the joint agreement if the school district entered into the joint agreement by a referendum vote (also provides for a referendum upon submission of a petition).

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1369 SCH CD-ELEMENTARY DISTRICT *(ROSE C)*

Amends the Conversion and Formation of School Districts Article of the School Code. Provides that, upon dissolution of an elementary district, each individual parcel of that elementary district must be annexed by the school district closest geographically to that parcel.

CURRENT STATUS

3/26/2019 - Senate Bills on Second Reading

SB1371 SCH CD-TEMP DOOR LOCK DEVICE *(ROSE C)*

Amends the School Code. Defines "temporary door locking device". Provides that, upon submitting an application to the regional superintendent of schools, a school district may obtain a temporary door locking device for use on a school building. Specifies application requirements. Provides that an approved temporary door locking device shall be used only (i) by a staff member of a school district trained under the provision, (ii) during an emergency situation that threatens the health and safety of students and staff members or during an active shooter drill, and (iii) when law enforcement officials and the local fire department have been notified prior to use of the device. Provides that the device shall be engaged for a finite period of time in accordance with the school district's school safety plan adopted under the School Safety Drill Act. Provides that a school district with an approved temporary door locking device shall conduct an in-service training program for staff members on the proper use of the device.

CURRENT STATUS

3/26/2019 - Senate Bills on Second Reading

SB1461 PROP TX-EDUCATION PURPOSES *(MCCONCHIE D)*

Amends the Property Tax Code. In a Section concerning a reduced extension for a school district's educational purposes, provides that the Section applies if the school district's final percent of adequacy (currently, adequacy target) exceeds 110%. Provides that the referendum petition for the reduction shall be submitted to and certified by the school board's secretary (currently, the applicable election authority). Effective immediately.

CURRENT STATUS

3/27/2019 - Referred to House Rules

SB1474 COLLECTIVE BARGAINING FREEDOM *(VILLIVALAM R)*

Creates the Collective Bargaining Freedom Act. Provides that employers and labor organizations covered by the National Labor Relations Act may execute and apply agreements requiring membership in a labor organization as a condition of employment to the fullest extent authorized by the National Labor Relations Act. Provides that it is the policy of the State that employers, employees, and their labor organizations are free to bargain collectively. Provides that the authority to enact laws or rules that restrict the use of union security agreements between an employer and a labor organization vests exclusively with the General Assembly. Prohibits local governments from enforcing any such law or rule. Defines terms. Effective immediately.

Senate Committee Amendment No. 1 - Changes a reference to federal law with respect to union security agreements from a reference relating to requiring membership in a union in conflict with state law to a reference relating to unfair labor practices in connection with membership in a union.

House Committee Amendment No. 1 - Deletes provision making a violation of the Act by a local governmental official a Class A misdemeanor.

CURRENT STATUS

3/29/2019 - Added Alternate Chief Co-Sponsor Rep. Lawrence Walsh, Jr.

SB1498 AGRICULTURE ED TEACHER PROGRAM *(BENNETT S)*

Amends the School Code. Provides that, subject to appropriation, the State Board of Education must develop an Agricultural Education Pre-Service Teacher Training Program beginning at the secondary level that provides grants to (i) students who qualify as pre-service teaching students and who attend institutions of higher education that offer a State-approved agricultural education teacher preparation program, (ii) students who qualify as pre-service teaching students and who attend public community colleges that provide an articulated agricultural education teacher course of study, and (iii) non-traditional agricultural education teaching students; defines terms and specifies the Training Program's requirements. Provides that the funds provided by the State Board may be used to support (i) a stipend not to exceed $7,500 for a non-traditional agricultural education teaching student or a pre-service teaching student for work completed under the Training Program, distributed in monthly installments, (ii) lodging for a pre-service training student, (iii) reimbursement for meals for the pre-service teaching student, (iv) reasonable costs charged by a participating Illinois agricultural company, or (v) any educational costs related to the Training Program. Effective immediately.

CURRENT STATUS

4/1/2019 - Added Alternate Co-Sponsor Rep. Dave Severin

SB1569 SCH CD-SPEECH COMMUNICATION *(REZIN S)*

Amends the School Code. Provides that beginning with the 2020-2021 school year, each school district must include in each course in its curriculum instruction on speech communication.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1601 SCH CD-IL HISTORY INSTRUCTION *(SIMS E)*

Amends the School Code. With regard to the required history of the United States course, provides that, beginning with the 2020-2021 school year, the course must also include instruction on the history of Illinois.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1626 SCH CD-COURSE ACCESS-ONLINE *(WEAVER C)*

Amends the School Code. Provides that a qualified student may take any online course for academic credit if the course (i) aligns with the Illinois Learning Standards, (ii) meets or exceeds the same standards as course offerings of the school district, and (iii) is taught by an instructor who holds a Professional Educator License. Provides that a school district retains the right to deny credit for an online course based on course appropriateness, alignment with the high school curriculum, cost, or student academic progress. Effective immediately.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1642 DRIVR ED-BIKE&PEDSTRIAN SAFETY *(PETERS R)*

Amends the School Code. Provides that, beginning with the 2020-2021 school year, the curriculum of a driver education course must include instruction on bicycle and pedestrian safety, which must include, but is not limited to, instruction on how to safely pass a cyclist on the road, special considerations while driving in urban areas and near bicycle lanes, how to navigate an intersection with pedestrians and cyclists, exiting a vehicle without endangering pedestrians and cyclists, and the requirement that drivers exercise due care to avoid collision with a bicyclist or pedestrian on the road. Amends the Illinois Vehicle Code. Provides that, for the purpose of educating prospective licensees on the potential dangers caused by motor vehicles to pedestrians, bicyclists, in-line skaters, scooter riders, skateboarders, and other non-motorized vehicles, the Secretary of State shall include, in the Illinois Rules of the Road publication, information on bicycle and pedestrian safety.

CURRENT STATUS

3/28/2019 - Placed on Calendar Order of 3rd Reading April 3, 2019

SB1669 LOTTERY-SCRATCH-OFF-SCHOOLS *(MARTINEZ I)*

Senate Committee Amendment No. 1 - Replaces everything after the enacting clause. Amends the Illinois Lottery Law. Requires the Department of the Lottery, beginning on January 1, 2020 or as soon thereafter as is practical, to offer a special instant scratch-off game to benefit school STEAM programming. Requires the net revenue from that game to be deposited into the School STEAM Grant Program Fund. Provides that moneys received from the scratch-off game shall be used by the State Board of Education to fund school STEAM grants. Authorizes the Department to adopt rules necessary to implement and administer the game. Defines "net revenue". Amends the State Finance Act to create the School STEAM Grant Program Fund as a special fund in the State treasury. Amends the School Code. Requires the State Board of Education to administer the School STEAM Grant Program for the purpose of making science, technology, engineering, art, and math programming available to low-income students in disadvantaged neighborhoods. Effective immediately.

CURRENT STATUS

3/28/2019 - Referred to House Rules

SB1694 SCH CD-WORKPLACE PREP STUDY *(BUSH M)*

Amends the School Code. With regard to the prerequisites to receiving a high school diploma, provides that each pupil entering the 9th grade in the 2020-2021 school year or a subsequent school year must, in addition to other course requirements, successfully complete one year of workplace preparation studies that cover legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and other protections for employees.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1731 SCH CD-MENTAL HEALTH AWARENESS *(KOEHLER D)*

Amends the School Code. With regard to the in-service training program on the warning signs of mental illness and suicidal behavior in youth, provides that the program must utilize evidence-based training that educates the participants on (i) recognizing the signs and symptoms of mental illness and substance use disorders, including common psychiatric conditions such as schizophrenia, bipolar disorder, major clinical depression, and anxiety disorders and common substance use disorders such as opioids and alcohol, (ii) providing referrals to mental health or substance use disorder services or other support to individuals in the early stages of developing a mental illness or substance use disorder, recommending resources available in the community for individuals with a mental illness or substance use disorder, and recommending any other relevant resources, and (iii) ensuring the safe de-escalation of crisis situations involving individuals with a mental illness. Provides that a school district may utilize the Mental Health First Aid training program to provide the training.

CURRENT STATUS

4/1/2019 - Added as Co-Sponsor Sen. Toi W. Hutchinson

SB1746 SCH CD-WORKING CASH FUND *(BELT C)*

Amends the School Code. With regard to issuing bonds not to exceed a certain amount for the purpose of creating, recreating, or increasing a working cash fund, adds to that amount 85% of the most recent amount of all State funding received by the school district. Provides that moneys in the working cash fund may be used by a school board for any and all school purposes and may be transferred in whole or in part to the general funds or both of the school district and disbursed in anticipation of State funding received by the school district; makes related changes. Effective immediately.

CURRENT STATUS

3/28/2019 - Placed on Calendar Order of 3rd Reading

SB1757 SCH CD-SPECIAL EDUCATION COSTS *(BERTINO-TARRANT J)*

Amends the Children with Disabilities Article of the School Code. Provides after June 30, 2024, no payments may be made by a school district for amounts in excess of $4,500 for children who have been placed in a program in which the actual per pupil costs of tuition for special education and related services based on program enrollment exceed $4,500. With regard to funding for children requiring special education services, provides that for individual students with disabilities whose program costs exceed 2 (rather than 4) times the district's per capita tuition rate, the costs in excess of 2 (rather than 4) times the district's per capita rate must be paid by the State Board of Education from funds made available under a provision in the Code regarding special education facilities (rather than from unexpended IDEA discretionary funds). With regard to the supervision of special education buildings and facilities, provides that beginning with Fiscal Year 2020 through Fiscal Year 2025, the State must fund all necessary expenses related to educating children with excess costs who attend certain public schools and for Fiscal Year 2026 and each fiscal year thereafter, all costs in excess of 2 times a district's per capita tuition charge for educating children who attend certain schools and programs must be reimbursed by the State. Effective July 1, 2019.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1798 SCH CD-BULLY/HARASSMENT POLICY *(ROSE C)*

Amends the School Code. Requires each school district to create, maintain, and implement an age-appropriate policy on sexual harassment that must be included in the district's student code of conduct handbook. Provides that a school district's or charter school's policy on bullying must be included in the student code of conduct handbook in an age-appropriate manner.

CURRENT STATUS

3/29/2019 - Added as Co-Sponsor Sen. Laura M. Murphy

SB1838 SCH DISTRICT EFFICIENCY COMM *(CULLERTON T)*

Amends the School Code. Creates the School District Efficiency Commission. Provides for the membership and support of the Commission. Requires the Commission to make recommendations to the Governor and the General Assembly on the number of school districts in this State, the optimal amount of enrollment for a school district, and where reorganization and realignment of school districts would be beneficial in this State; specifies the topics on which the recommendations must focus. Provides that, on or before May 1, 2020, the Commission must vote on its recommendations and submit a report to the Governor and the General Assembly. Provides that if the Commission adopts the report recommendations by an affirmative vote of at least 11 of its members, then the Commission's recommendations for reorganization of school districts into unit school districts must be placed on the ballots of the designated school districts in the next general election in the same manner as petitions approved by a regional superintendent of schools, except without financial incentives. Provides that the Commission is dissolved the day after the report is filed with the Governor and the General Assembly. Repeals the provision on February 1, 2021. Makes a conforming change in the Conversion and Formation of School Districts Article. Effective immediately.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB1901 SCH CD-ALTERNATIVE EDU LICENSE *(WEAVER C)*

Amends the Educator Licensure Article of the School Code. With regard to the fee Section, moves and changes a provision concerning the license renewal fee for an Educator License with Stipulations with a paraprofessional educator endorsement. With regard to the alternative educator licensure program, provides that, in addition to other requirements, an individual must pass the State Board of Education's teacher performance assessment (rather than pass the assessment of professional teaching) no later than the end of the first semester of his or her second year of residency (rather than before entering the second residency year). Effective immediately.

CURRENT STATUS

3/29/2019 - Added as Chief Co-Sponsor Sen. Laura M. Murphy

SB1941 SAFE SCHOOLS/HEALTHY LEARNING *(LIGHTFORD K)*

Amends the School Code. With respect to school discipline improvement plans, makes changes to how the State Board of Education determines the top 20% of school districts, when notification is given that a plan must be submitted, which school districts are required to submit a plan, the timeframe for school board approval of a

plan and submission of that plan to the State Board, and when additional annual progress reports are required. Establishes the Safe Schools and Healthy Learning Environments Grant Program and grants under the program. Sets forth requirements for grant applicants and provisions for the distribution of funds appropriated for the program. Requires the State Board of Education to issue a yearly report on the results of the program in cooperation with school districts participating in the program. Provides that the State Board may adopt any rules necessary for the program. Effective July 1, 2019.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB1952 TEACHERS-VARIOUS *(MANAR A)*

Amends the Downstate Teachers and State Universities Articles of the Illinois Pension Code. Requires an employer to make an additional employer contribution for a participant whose earnings for any academic year used to determine the final rate of earnings exceed the amount of his or her earnings with the same employer for the previous academic year by more than 6% (instead of 3%). Makes conforming changes. Amends the School Code. Allows each school district to provide a salary to a student teacher employed by the district and fix the amount of that salary. Removes the requirement of the passage of a test of basic skills for obtaining certain Professional Educator Licenses and Educator Licenses with Stipulations. Effective immediately.

CURRENT STATUS

3/28/2019 - Added as Co-Sponsor Sen. Rachelle Crowe

SB2025 SCHCD-RESPONSE TO INTERVENTION *(KOEHLER D)*

Amends the School Code. Requires each school district to inform a student's parent or guardian if his or her child is beginning to receive tiered Response to Intervention support that is more intensive than the universal level of instruction and must allow the parent or guardian to participate in the process; defines "Response to Intervention". Provides that the information provided to the parent or guardian must include the problem or problems being addressed for the student, the student's performance goal or goals, the reason why the student is being moved to a more intense level of intervention, and how the parent or guardian may obtain a copy of any progress reports and data being collected for the student. Provides that a school district must inform a parent or guardian with a child who is receiving Response to Intervention support above the universal level of instruction of the parent's or guardian's right to request a special education evaluation at any time. Requires a school district to request parental or guardian consent to conduct a case study evaluation of a student to determine if the student is in need of special education services if the student has been in the highest level of Response to Intervention support for 45 consecutive school days and has not shown meaningful, measurable progress under the performance goal or goals established for the student. Effective immediately.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB2046 EARLY COLLEGE HIGH SCH PROGRAM *(BRADY W)*

Amends the School Code. Provides that each school district that maintains a secondary school must offer an early college high school program for its secondary school students to be completed by the student within 2 school years; defines "early college high school program". Provides that a student enrolled in an early college high school program is exempt from the payment of any registration, tuition, or laboratory fees charged by an institution of higher learning and the school district is responsible for all costs associated with the program.

CURRENT STATUS

3/28/2019 - Senate Bills on Second Reading

SB2075 SCH CD-COMPULSORY SCHOOL AGE *(LIGHTFORD K)*

Amends the School Code. Lowers the compulsory school age from 6 to 5 years of age beginning with the 2020-2021 school year. Requires all school districts to establish kindergarten for the instruction of children who are 5 years of age or older.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

SB2096 SCHOOL CODE-VARIOUS *(MANAR A)*

Amends the School Code. With regard to the textbook block grant program, removes a provision requiring the State Board of Education to preapprove and designate textbooks authorized to be purchased under the program; makes a related change. With regard to special education classes for children from orphanages, foster family homes, children's homes, or State residential units, removes a provision requiring each school district claiming reimbursement for a program operated as a group program to have an approved budget on file with the State Board prior to the initiation of the program's operation; makes a related change and other changes regarding claims and reimbursements. With regard to the evidence-based funding formula, removes a provision requiring the State Superintendent of Education to certify the actual amounts of the New State Funds payable for each eligible Organizational Unit based on the equitable distribution calculation to the unit's treasurer and publish a yearly distribution schedule at its meeting in June. Provides that no publisher or retail dealer (rather than person) shall offer any school instructional materials for adoption, sale, or exchange in this State until it has complied with certain conditions; makes related changes. Makes other changes with regard to instructional materials.

CURRENT STATUS

3/28/2019 - Senate Bills on Third Reading

Finance Committee Meeting
April 5, 2019
157 W. Washington Street
District Administrative Center

Minutes of the Finance Committee meeting held on April 5, 2019 at the District Administrative Center of Community High School District 94 from 7:32 a.m. to 8:02 a.m.

Call to Order: The meeting was called to order at 7:32 a.m.

1. Roll Call: Finance Committee Members Present: Ruben Campos, Kevin Kotche, David Blatchley, Douglas Domeracki, Ex Officio

Finance Committee Members Absent: Gary Saake
Others present: Dr. Cheng, Nick Parry and Diane Masschelin (Recording Secretary)

2. **Public Comment:** None

3. **Health Insurance Update:** Dave Blatchley opened the meeting with the Health Insurance Update by reviewing with the Committee the handouts. Dave stated that at last month's Board of Education Meeting, DSP provided us with their recommendations. However we are still waiting for the Blue Cross Options Plan for cost savings estimate.

In early May, the association will be taking a vote on the four recommendations and Dave Blatchley hopes, upon approval, to bring the information to the May Board of Education Meeting to take action. A Memo of Understanding (MOU) will be needed for the Blue Cross Option Plan for the four tiers.

4. **Upcoming Contracts**: Nick Parry had handouts relating to the starting platforms for the pool along with a spreadsheet of the historical purchases that have been made.

Quotes for the starting platforms were reviewed with the Committee and it was suggested that we move forward by placing this topic on the Agenda for the April Board Meeting.

LRC Contracts were reviewed with the Committee. For the valuable learning resources for students, the three contracts (Gale, OverDrive, and ProQuest) are all renewals, and it was agreed that they would be put on the Agenda for the April Board Meeting.

Dr. Domeracki discussed the Chromebook Resolution from last year for the sale of Chromebooks. He asked for opinions on whether we should take the annual resolution off the table for yearly review. It was mentioned that this topic would need to be revisited.

Dr. Domeracki mentioned that this would be for a full board discussion, but wanted the Committee's opinion on this topic. The Superintendent of Antioch Community High School, Jim McKay, is leading the charge in the State of Illinois, for collecting Chromebooks and 1:1 devices

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that have been aged out from schools. He is taking old devices that have not been sold and sending them to the various countries and school districts that are in need. The Committee agreed, as long as we receive some type of certification from the organization as to where the devices are going and what school districts will receive them.

5. **Adjournment:** Ruben Campos moved to adjourn, Kevin Kotche seconded the motion. The meeting was adjourned by unanimous voice vote at 8:02 a.m.

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Community High School District 94

District Administrative Center
157 W. Washington Street
West Chicago, IL 60185
Finance Committee Meeting
April 5, 2019
7:30 AM

Agenda

Committee Members:
Gary Saake, Board President
Kevin Kotche, Board Member
Ruben Campos, Board Member
Dave Blatchley, Director of Business Services
Douglas Domeracki, Superintendent, Ex Officio

1. Roll Call
2. Public Comment
3. Health Insurance Update
4. Upcoming Contracts
5. Adjournment

COMPARATIVE RATE ANALYSIS AND FINANCIAL INCREASE BETWEEN FY18-19 AND FY19-20 INSURANCE RATES

TIERS - ER%	FISCAL YEAR	EE ANNUAL	ER ANNUAL	TOTAL	SUMMARY 19-20 PREMIUM INCREASES		$$$$
PPO2 TIERS							
PPO2S 80%	18-19	1,307.40	5,229.72	6,537.12			
PPO2S 80%	19-20	1,344.02	5,376.10	6,720.12			
PPO2S FY20 INC		**(36.62)**	**(146.38)**	**(183.00)**			
PPO2S 68%	18-19	2,122.08	4,415.04	6,537.12			
PP02S 68%	19-20	2,181.48	4,538.64	6,720.12			
PPO2S FY20 INC	**2012+**	**(59.40)**	**(123.60)**	**(183.00)**	**PPO2 SINGLE**	**2.8%**	**183.00**
PPO2F 80%	18-19	4,462.68	17,850.60	22,313.28			
PPO2F 80%	19-20	4,587.60	18,350.40	22,938.00			
PPO2F FY20 INC		**(124.92)**	**(499.80)**	**(624.72)**			
PPO2F 66%	18-19	7,649.88	14,663.40	22,313.28			
PPO2F 65%	19-20	8,083.92	14,854.08	22,938.00			
PPO2F FY20 INC	**2012+**	**(434.04)**	**(190.68)**	**(624.72)**	**PPO2 FAMILY**	**2.8%**	**624.72**
PPO3 TIERS							
PPO3S 85%	18-19	827.88	4,690.92	5,518.80			
PPO3S 85%	19-20	851.00	4,822.36	5,673.36			
PPO3S FY20 INC		**(23.12)**	**(131.44)**	**(154.56)**			
PPO3S 80%	18-19	1,103.76	4,415.04	5,518.80			
PPO3S 80%	19-20	1,134.67	4,538.69	5,673.36			
PPO3S FY20 INC	**2012+**	**(30.91)**	**(123.65)**	**(154.56)**	**PPO3 SINGLE**	**2.8%**	**154.56**
PPO3F 85%	18-19	2,825.66	16,012.06	18,837.72			
PPO3F 85%	19-20	2,904.79	16,460.45	19,365.24			
PPO3F FY20 INC		**(79.13)**	**(448.39)**	**(527.52)**			
PPO3F 78%	18-19	4,174.32	14,663.40	18,837.72			
PPO3F 77%	19-20	4,511.16	14,854.08	19,365.24			
PPO3F FY20 INC	**2012+**	**(336.84)**	**(190.68)**	**(527.52)**	**PPO3 FAMILY**	**2.8%**	**527.52**
HMO2 TIERS							
HMO2S 85%	18-19	967.56	5,482.80	6,450.36			
HMO2S 85%	19-20	980.14	5,554.10	6,534.24			
HMO2S FY20 INC		**(12.58)**	**(71.30)**	**(83.88)**			
HMO2S 68%	18-19	2,035.32	4,415.04	6,450.36			
HMO2S 69%	19-20	1,995.60	4,538.64	6,534.24			
HMO2S FY20 INC	**2012+**	**39.72**	**(123.60)**	**(83.88)**	**HMO2 SINGLE**	**1.3%**	**83.88**
HMO2F 85%	18-19	2,749.44	15,579.84	18,329.28			
HMO2F 85%	19-20	2,785.14	15,782.46	18,567.60			
HMO2F FY20 INC		**(35.70)**	**(202.62)**	**(238.32)**			
HMO2F 80%	18-19	3,665.88	14,663.40	18,329.28			
HMO2F 80%	19-20	3,713.54	14,854.06	18,567.60			
HMO2F FY20 INC	**2012+**	**(47.66)**	**(190.66)**	**(238.32)**	**HMO2 FAMILY**	**1.3%**	**238.32**
HMO2SS 85%	18-19	1,804.20	10,223.64	12,027.84			
HMO2SS 85%	19-20	1,827.63	10,356.57	12,184.20			
HMO2 FY20 INC		**(23.43)**	**(132.93)**	**(156.36)**			
HMO2SS 80%	18-19	2,405.57	9,622.27	12,027.84			
HMO2SS 80%	19-20	2,436.84	9,747.36	12,184.20			
HMO2SS FY20 INC	**2012+**	**(31.27)**	**(125.09)**	**(156.36)**	**HMO2 SINGLE + SPOUSE**	**1.3%**	**156.36**
HM02SC 80%	18-19	1,912.80	10,839.00	12,751.80			
HMO2SC 80%	19-20	1,937.63	10,979.89	12,917.52			
HMO2SC FY20 INC		**(24.83)**	**(140.89)**	**(165.72)**			

COMPARATIVE RATE ANALYSIS AND FINANCIAL INCREASE BETWEEN FY18-19 AND FY19-20 INSURANCE RATES

HM02SC 85%	18-19	2,550.36	10,201.44	12,751.80			
HMO2SC 85%	19-20	2,583.50	10,334.02	12,917.52			
HMO2SC FY20 INC	**2012+**	**(33.14)**	**(132.58)**	**(165.72)**	**HMO2 SINGLE + CHILD(REN)**	**1.3%**	**165.72**
DENTAL TIERS							
SINGLE 85%	18-19	64.56	365.88	430.44			
SINGLE 85%	19-20	66.96	379.44	446.40			
DENTS FY20 INC	**S -15%**	**(2.40)**	**(13.56)**	**(15.96)**			
SINGLE 80%	18-19	86.04	344.40	430.44			
SINGLE 80%	19-20	89.28	357.12	446.40			
DENTS FY20 INC	**S-20%**	**(3.24)**	**(12.72)**	**(15.96)**	**DENTAL SINGLE**	**3.7%**	**15.96**
FAMILY 85%	18-19	174.96	991.68	1,166.64			
FAMILY 85%	19-20	181.48	1,028.36	1,209.84			
DENTF FY20 INC	**F-15%**	**(6.52)**	**(36.68)**	**(43.20)**			
FAMILY 80%	18-19	233.28	933.36	1,166.64			
FAMILY 80%	19-20	241.97	967.87	1,209.84			
DENTF FY20 INC	**F-20%**	**(8.69)**	**(34.51)**	**(43.20)**	**DENTAL FAMILY**	**3.7%**	**43.20**

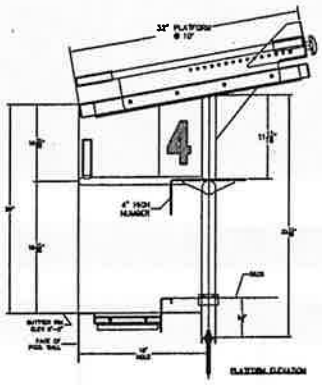
ANNUAL GRAND TOTAL CENSUS INCREASE - EE SHARE	**$**	**20,653.38**
ANNUAL GRAND TOTAL CENSUS INCREASE - BOARD SHARE	**$**	**65,260.38**
ANNUAL GRAND TOTAL CENSUS INCREASE - 19-20	**$**	**85,913.76**

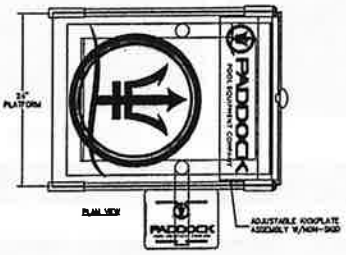
West Chicago SD #94
Renewal Rates
July 1, 2019 through June 30, 2020

		2018-19	2019-20		
LIFE					
Active Life		$ 0.10	$ 0.10		
AD&D		$ 0.015	$ 0.015		
Dependent Life		$ 1.26	$ 1.26		
MEDICAL					
HMO Blue Advantage					
	Employee	$ 537.53	$ 544.52	*Renewal:*	1.3%
	Employee & Spouse	$ 1,002.32	$ 1,015.35	*Non-Grandfathered*	
	Employee & Child/Children	$ 1,062.65	$ 1,076.46		
	Family	$ 1,527.44	$ 1,547.30		
	Medicare Employee	$ 537.53	$ 544.52		
	Medicare Family	$ 1,075.04	$ 1,089.02		
PPO Plan 2					
	Employee	$ 544.76	$ 560.01	*Renewal:*	2.8%
	Family	$ 1,859.44	$ 1,911.50	*Non-Grandfathered*	
	Medicare Employee	$ 544.76	$ 560.01		
	Medicare Family	$ 1,089.50	$ 1,120.01		
PPO Plan 3 (H.S.A.)					
	Employee	$ 459.90	$ 472.78	*Renewal:*	2.8%
	Family	$ 1,569.81	$ 1,613.77		
	Medicare Employee	$ 459.90	$ 472.78	*Non-Grandfathered*	
	Medicare Family	$ 919.82	$ 945.58		
	Retiree over 65 + Child		$ 945.56		
	Retiree under + Child		$ 1,613.77		
DENTAL					
	Employee	$ 35.87	$ 37.20	*Renewal:*	3.7%
	Family	$ 97.22	$ 100.82		

PADDOCK
POOL EQUIPMENT COMPANY

Fast Track Starting Platform







Paddock's **Fast Track Starting Platform** is quickly and easily removable.

The platform shall be side mounted and have a 24" wide x 32" long stainless steel top.

Flush with front edge of platform is a backstroke starting bar. There are also two vertical backstroke grips made of stainless steel positioned 15" on center.

Lane numbers will be visible from all four sides of platform.

On top of starting platform shall be equipped with side rails made from 1" O.D. stainless steel tube welded to 1/8" stainless steel plate.

Mounted to side rails will be a removable "wedge" made of 12 gauge, stainless steel with a 45 degree incline on the surface facing forward to pool. Front surface shall have a non-slip surface. The wedge will use spring loaded plunger pins to lock securely into place. Single mechanism will be used to retract both pins simultaneously with one hand for ease of adjustment. Wedge shall slide uninhibited along guide rails on sides of platform.

Top of starting platform shall be with a non-slip solid surface.

Colors and custom logos are available as options.

4912-A Anchors with 19" spacing are sold separately.

4912 Fast Track Starting Platform St. St. Type_____ Qty _____

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Paddock Pool Equipment Company, Inc.
555 Paddock Parkway
PO Box 11676
Rock Hill, SC 29731
United States of America

Ph: 803-324-1111 Fax: 803-324-1116

Quote

Number: 4787 Date: 14-Mar-19

To

West Chicago High School
CS1061
326 Joliet St
West Chicago , IL 60185
United States of America

Quote To

Parry, Nick
West Chicago High School
CS1061
326 Joliet St
West Chicago , IL 60185
United States of America

Ph: 630-876-6481

Terms	Ship Via	Salesperson
Advance Payment		0138

Quantity	Description	Unit Price	Amount
	Reference: West Chicago H.S.		
6 ea	Line: 001 Expiration Date: 13-Apr-19 Part: 9500115 Rev: Reducer,C,304L,10"X8"	$3,437.00	$20,622.00
6 ea	Line: 002 Expiration Date: 13-Apr-19 Part: 200262 Rev: Logo,Custom,Platform,Starting	$465.00	$2,790.00
6 ea	Line: 003 Expiration Date: 13-Apr-19 Part: 9400178 Rev: Anchor,Channel,Pltfm,SS, ASM 2 -SS caps, anchors w/locking collars & Channel for all starting platforms.	$502.00	$3,012.00
1 ea	Line: 004 Expiration Date: 13-Apr-19 Part: Rev: Estimated Freight To be determined	$0.00	$0.00
		Total:	$26,424.00

PLEASE REFER TO THIS QUOTATION NUMBER ON ANY PURCHASE ORDERS OR GENERAL CORRESPONDENCE.

Q & A

BE THE FIRST TO ASK A QUESTION



SHIPPING

Free Standard Shipping on orders of $99 or more.*

* Restrictions Apply: Valid for Kiefer catalog and online prices on orders receiving Standard shipping to the lower 48 states. Items th excluded. Please select "Standard Shipping" when choosing your shipping method during Checkout.

LEARN MORE

RNS

4.5 ★★★★½
Google
Customer Reviews



KIEFER EVOLUTION STARTING BLOCK

KIEFER

Product Code #502360ht

☆☆☆☆☆ Write a review

GET QUOTE

$2,449.95 MSRP: $2,899.95

OVERVIEW

Kiefer starting blocks are custom fabricated to each pool's unique specifications and cannot be ordered online. Please c learn more or to get started designing your very own starting blocks.

The Evolution is the next generation of Kiefer's renown Exceptional starting block. This open-structure design utilizes a ultra-stable platform.

Design features include:

- Deck mounted for low-cost installation
- Side mounted thermoplastic step with non-slip surface
- Powder coated stainless steel parts for excellent corrosion resistance
- Stainless steel hybrid platform with non-slip surface
- Grab rails are available as an option at additional cost
- Foot chocks are available as an option at additional cost. Foot chocks are self-storing & have 5 adjustment positio accommodate your specific deck-to-water-level and setback needs

4.5 ★★★★½ Google Customer Reviews

- Accommodates both Colorado Time Systems & Daktronics RJP's (not included)
- Platform measures 24" wide x 32" long

The Evolution starting block conforms to all FINA, USA Swimming, NCAA, and NFHS specifications.

You can choose from a variety of standard colors for the pedestals, steps,and non-slip surfaces on stainless steel platfor school/team logos.

All Kiefer starting blocks are made from the highest quality materials and are fabricated and assembled in the USA.

Starting blocks ship oversized via truck.

The above pricing is based upon orders of 3 or more starting blocks. Additional fees apply for orders of less than 3 startii

THE KIEFER ADVANTAGE

SECURE PAYMENT

Credit cards

FREE SHIPPING

On orders above $99*

CUSTOMER CARE

(800)323-4071 | info@kiefer.com

CUSTOMER REVIEWS

☆ ☆ ☆ ☆ ☆

★ ★ ★ ★ ★

WRITE A REVIEW

BE THE FIRST TO WRITE A R

4.5 ★★★★½
Google
Customer Reviews

Kiefer AQUATICS
1700 Kiefer Drive
Zion, IL 60099
Phone (800) 323-4071
Fax (847) 746-8888
www.kiefer.com

Quote

QUOTE #	QUOTED	EXPIRES	PAGE
43683	03/11/19	04/10/19	1 of 1

BILL TO

Community High School Dist 94
157 W Washington Street
West Chicago, IL 60185

SHIP TO

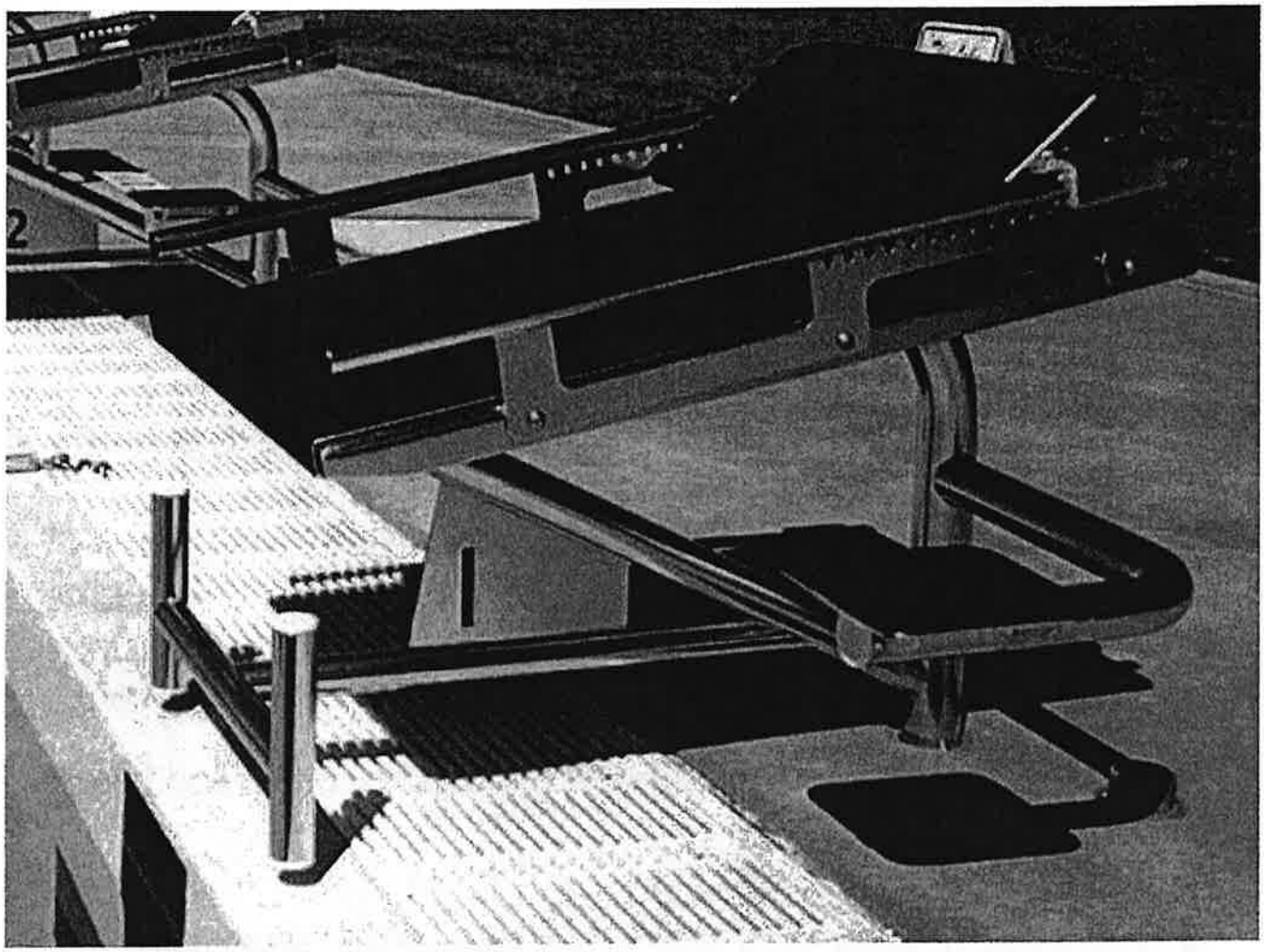
Community High School Dist 94
157 W Washington Street
West Chicago, IL 60185

Cust ID	C1288380	**Terms**	Net 0 Days	**Sales Rep Name**	Maureen Radtke
Contact	Nick Parry	**Ship Via ID**	LTL2	**Sales Rep Email**	mradtke@kiefer.com
Cust Phone #	(630) 876-6481	**Ship Via Desc**	ABF Freight-LTL	**Sales Rep Phone**	(224) 789-2656

Ln.	Item Code	Description	Qty	UM	MSRP	Your Price	Ext Price
		Nick Parry 630-876-6481					
		Quote is not confirmed until the completed gutter form has been received and reviewed by Kiefer Engineering.					
		Ships LTL w/liftgate. Inside delivery is available for an additional $100. Customer must notify Kiefer of inside delivery at time of order. Kiefer is not liable for any accessorial charges unless pre-approved by Kiefer or noted on this bill of lading.					
		- 30% deposit and PO required to process order - Up to 14 weeks of production time required - Production begins after the official approvals have been signed off on					
10	502360ht	EVOLUTION HT STARTING BLOCK	6	EA	$2,899.95	$2,449.95	$14,699.70
20	500360GA	GROUT-IN ANCHOR ASSEMBLY	24	EA	$25.95	$19.95	$478.80
30	369000HT	FOOT CHOCK FOR HT STARTING BLOCK TOP	6	EA	$899.95	$739.95	$4,439.70
40	627302	Custom Foot Chock Logo (Two Color)	6	EA	$139.95	$139.95	$839.70
50	300140HT	GRAB RAIL ASSEMBLY FOR HT STARTING BLOCK TOP	6	EA	$549.95	$449.95	$2,699.70

Special Instructions

Subtotal	$23,157.60
Freight	$320.50
Tax	$0.00
Total	$23,478.10



Details

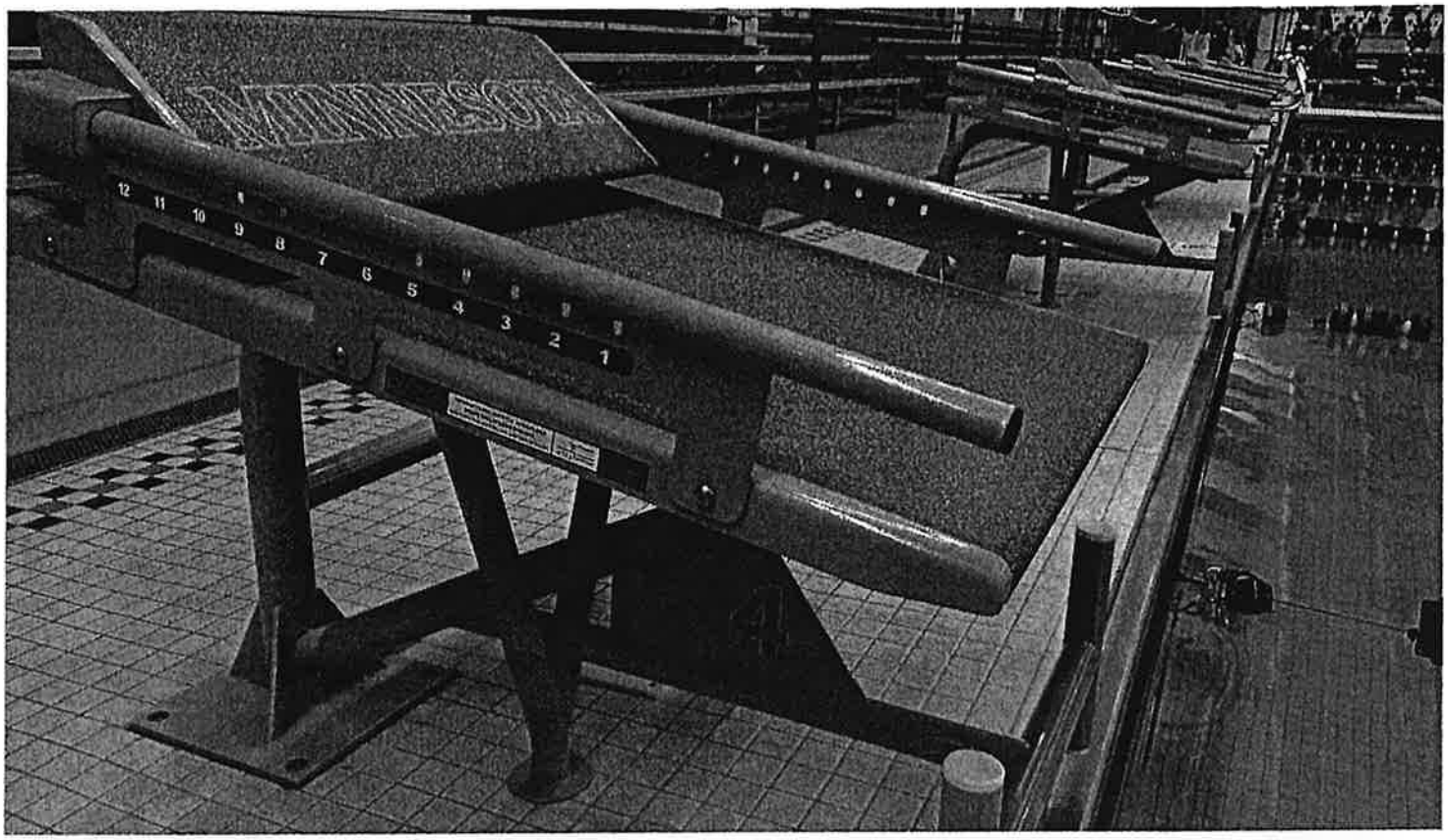
Applying the latest in approved technology, the Xcellerator Starting Platform contains an adjustable track start wedge and hand grips to give swimmers an extra boost on starts by allowing the knee to start at a 90 degree angle. The superior grit finish on the platform top reduces slipping while the H-style backstroke bar give backstroke swimmers numerous gripping options. Show your team spirit with the addition of a custom logo or powder coating the block to match your team's colors.

- Large 32" x 24" stainless steel top sloped at a 10° angle for optimal starting stances
- Stainless steel top covered in a superior non-slip material
- Easy-to-adjust track start footrest attachment with 11 setting options to accommodate all heights and levels of flexibility
- Single or dual post anchor with patented anti-wobble design allows for easy removal of blocks
- Side handles included to enhance speed and quick takeoffs
- Non-slip side access step available
- Backstroke handles with versatile 18" H bar
- Stainless steel construction
- Suggested setback of 30" - accommodates anchor setbacks of 24" to 38"
- Available in black, with upgrade of custom colors and logos available
- Easy-to-read, large numbers
- Complies to FINA, USA and NCAA Swimming, and NFHS regulations

Contact us for a consultation on how we can customize your starting platform for your pool and your team.

More Information

Reviews


MINNESOTA
12 11 10 9 8 7 6 5 4 3 2 1

The Lifeguard Store, Inc.
All American Swim,
Swim Shops of the Southwest
2012 West College
Normal, IL 61761
PH (309) 451-5858
FAX (309) 451-5959
www.thelifeguardstore.com

Estimate

DATE	ESTIMATE
03/14/2019	EST054505

BILL TO	SHIP TO
Community High School District 94 Nick Parry 157 Washington Street West Chicago, IL 60185	Community High School District 94 Nick Parry 326 Joliet St. West Chicago, IL 60185

Shipped Via:	Estimate Prepared by:
UPS GROUND	ckramp

ITEM	DESCRIPTION	QUANTITY	PRICE EACH	TOTAL
1331712FLG	DROPSHIP: Spectrum Custom Dual Post Xcellerator-2 Flange Anchor System	6	$3,468.00	**$20,808.00**
SPECLOGO	DROPSHIP: Custom Logo for Spectrum Starting Block	6	$288.00	**$1,728.00**
SPECPWDR	DROPSHIP: Spectrum Powdercoating for Spectrum Starting Blocks	6	$311.00	**$1,866.00**
ZZCUSTOM	DROPSHIP: Freight cost includes a liftgate.	1	$0.00	**$0.00**

Subtotal	$24,402.00
Freight	$595.00
Tax	$0.00
Total	$24,997.00

West Chicago Sharks Swim Team Equipment Purchases Since 2007

Item	Qty	Price	Total
Daktronics Touchpads	4	$ 1,499.00	$ 5,996.00
Colorado Touchpads	6	$ 971.13	$ 5,826.78
Daktronics Lane Modules	8	$ 205.00	$ 1,640.00
Colorado Backup Button	16	$ 65.00	$ 1,040.00
Daktronics Horn Start System	1	$ 1,150.00	$ 1,150.00
Dell All-In One Computer	2	$ 649.99	$ 1,299.98
Meet Manager Program	1	$ 475.00	$ 475.00
Daktronics Deck Cabling	1	$ 160.00	$ 160.00
Daktronics Omnisport Timing Console	1	$ 2,100.00	$ 2,100.00
Brother Printer	3	$ 99.99	$ 299.97
IST Pace Clocks	2	$ 1,285.00	$ 2,570.00
Daktronics Reaction Pads	6	$ 1,500.00	$ 9,000.00
Total			$ 31,557.73

West Chicago High School Swim Team Purchases Since 2007

Item	Qty	Price	Total
Kiefer Advantage II Lane Lines	7	$ 539.00	$ 3,773.00
Backstroke Flags	2	$ 225.00	$ 450.00
Pull Buoys	10	$ 9.95	$ 99.50
Daktronic Lane Module	1	$ 205.00	$ 205.00
Kiefer Colored Fins	15	$ 23.95	$ 359.25
Daktronic Touch Pads	2	$ 1,050.00	$ 2,100.00
			$ -
			$ -
			$ -
			$ -
Total			$ 6,986.75

GALE
A Cengage Company

IT'S TIME TO RENEW YOUR SUBSCRIPTION!

THREE WAYS TO RENEW!

3/14/19

1 Online
www.gale.com/myaccount

2 Sign & Email/Fax
Sign and email a PDF to subscriptionrenewal@cengage.com or fax to 1-800-990-4253

3 To Prepay:
Sign and fax this renewal notice to 1-800-990-4253 then mail a copy, with payment, to Gale; PO Box 95501; Chicago IL 60694-5501

QUESTIONS?

Contact your Subscription Renewal Specialist Martin Petz at (800) 877-4253 x18558 or martin.petz@cengage.com.

GALE'S RENEWAL POLICY

Renew today and you will not be invoiced until your subscription start date. Payment is not due until 30 days after your subscription start date. Need to pay immediately? Select - Invoice Now when you renew.

HAVE ONE OR MORE CONTRACTS WITH GALE?

No problem, we can consolidate all of your renewals into one contract with the start date of your choice. Call your Subscription Renewal Specialist to align your contracts today.

CONTRACT NUMBER: 545866 **PROMO CODE:** 19RNW012 **NOTICE DATE:** 3/01/19

ITEM NUMBER	USERS	SITES	DESCRIPTION	SUBSCRIPTION TERM*	PRICE
9780787633691	Unlimited	Unlimited	LITERATURE RESOURCE CENTER	07/01/19 to 06/30/20	
9780787633707	Unlimited	Unlimited	GALE BIOGRAPHY IN CONTEXT	07/01/19 to 06/30/20	
176168	Unlimited	Unlimited	GALE OPPOSING VIEWPOINTS IN CONTEXT	07/01/19 to 06/30/20	
9780787649258	Unlimited	Unlimited	GALE STUDENT RESOURCES IN CONTEXT	07/01/19 to 06/30/20	

SUBTOTAL	$9,900.00
SALES TAX	$0.00
RENEWAL TOTAL	**$9,900.00**

You do not need a purchase order to provide your intent to renew, simply check the "Hold Invoice for Purchase Order" box to avoid interruption of your subscription.

SIGN HERE TO RENEW

AUTHORIZED SIGNATURE OF LICENSEE _____ DATE _____

E-MAIL ADDRESS _____ TITLE _____

CHOOSE ONE PAYMENT METHOD

○ INVOICE ON SUBSCRIPTION START DATE* ○ INVOICE NOW ○ INVOICE WITH PURCHASE ORDER _____ ○ HOLD INVOICE FOR PURCHASE ORDER

○ PAY WITH CREDIT CARD NUMBER _____ EXP _____ CVN _____

***Standard Payment Terms:** Payment is due 30 days from the subscription start date. **Invoice Now:** Payment is due 30 days from that date. All trademarks and registered names are used herein under license. This renewal form incorporates your license agreement with Cengage Learning, including any and all amendments, addendums, exhibits and schedules attached thereto or incorporated by reference and the standard terms of use set forth at http://www.cengage.com/terms. This renewal form shall be deemed to have been accepted by customer upon receipt by Cengage Learning of (i) any written confirmations indicating acceptance or; (ii) upon receipt of a customer purchase order. If any written confirmations or customer purchase orders in any way conflicts with or is inconsistent with the conditions of sale herein, this renewal form will prevail and supersede any inconsistent terms.

INVOICE TO
Account #: 156830
COMMUNITY HIGH SCHOOL DISTRICT 94
Accounts Payable
157 WestWashington Street
WEST CHICAGO, IL 60185

DELIVERY TO
Account #: 156830
COMMUNITY HIGH SCHOOL DISTRICT 94
BRITTA RENWICK
326 JOLIET ST
WEST CHICAGO, IL 60185-3142

OverDrive

INVOICE

Invoice Number	H-0057521
Date	03/21/2019
Page	1 of 1

One OverDrive Way
Cleveland OH 44125
Phone: (216) 573-6886 Fax: (216) 573-6888
Email: invoicing@overdrive.com

Remittance Address:
PO Box 72117
Cleveland, OH 44192-0002

Bill To:
West Chicago Community High School
District 94
157 West Washington Street
West Chicago IL 60185

Sold To:
West Chicago Community High School
District 94
326 Joliet St
West Chicago IL 60185-3142

Customer ID	Customer Email	Purchase Order No.	Payment Terms
4416-0001	bfrechmann@d94.org		Net 30

Description	Amount Due
School Digital Library Annual Collection Credit	$6,000.00
For the Twelve Month Period July 2019 - June 2020	

Total	$6,000.00
Tax Amount	$0.00
Amount Due	**$6,000.00** USD

Please make check payable to OverDrive, Inc.

ProQuest LLC
6216 Paysphere Circle
Chicago IL 60674
Telephone (800) 521-0600
(734)761-4700

FTID - 39-2053855

Bill To:
Britta Renwick
Comm High School Dist #94
326 Joliet St
West Chicago, IL 60185-3142

Ship To:
Britta Renwick
Comm High School Dist #94
326 Joliet St
West Chicago, IL 60185-3142

Invoice	
Order Number US1677224A	**Page** 1 of 1
Subscription Start Date 01-AUG-2019	

Description	Item	Inclusive Dates	Qty	Format	Customer Reference	Tax	List Price	Dscnt	Net Price
Comm High School Dist #94									
US Midwest Newsstream	USMIDWESTNEWS	01-AUG-19 - 31-JUL-20	1	Electronic		N			
Research Library Prep 2016+	RESLIBPREP	01-AUG-19 - 31-JUL-20	1	Electronic		N			

You may wire transfer funds directly to our depository bank account: Bank of America, Rockville, MD 20852, ABA routing no. 026009593, for the account of ProQuest LLC, account no. 446011658131. ACH payments should be directed to ABA routing no. 052001633 for the account of ProQuest LLC, account no. 446011658131. When remitting payment, please identify the invoice(s) you are paying and email details to cashoffice@proquest.com. For payment questions, please contact us at 1-734-997-4170.

Please send payment to:
Check payments:
ProQuest LLC
6216 Paysphere Circle
Chicago, IL 60674

ACH Payment Instructions:
Bank of America
ABA Routing: 052001633
Account Name: ProQuest LLC
Account: 446011658131

Internal Use:
Order: US1677224A
Ship To Acct: 156387
Bill To Acct : 156387
Tax ID : E9997-3057

301

Sub-Total	5,043.95
Shipping and Handling	0.00
Tax	0.00
Total Charges (USD)	**5,043.95**

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1631388	Acer Service Corporat	04/16/2019	USB Daughterboard for Acer R751T	89.90	89.90
1631389	Albertsons/Safeway	04/16/2019	MARCH 2019 INSTRUCTIONAL SUPPLIES	273.30	273.30
1631390	Albright, Scott	04/16/2019	SCIENCE LAB SUPPLIES	18.36	18.36
1631391	Alexian Bros Corporat	04/16/2019	FEBRUARY 2019 BOARD REQUIRED PHYSICALS	251.00	367.00
			MARCH 2019 BOARD REQUIRED PHSICALS	116.00	
1631392	Vendor Continued Void	04/16/2019			0.00
1631393	Vendor Continued Void	04/16/2019			0.00
1631394	Vendor Continued Void	04/16/2019			0.00
1631395	Amazon.Com	04/16/2019	Supplies for TSI	75.60	6,912.91
			Replacement laptop batteries for staff laptops	294.40	
			MISC DRAMA SUPPLIES	29.32	
			Job fair supplies for transition curriculum	49.99	
			MISC AUDITORIUM SUPPLIES	54.99	
			security cameras	1,818.42	
			Batteries	14.39	
			Physics and Essentials of Physics Supplies for waves, magnetism, EM	519.09	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Spectrum		
			Feb. Book order (7 books)	51.92	
			MISC AUDITORIUM SUPPLIES	77.97	
			Amazon - Canon 90ml Dye Ink Tank Bundle for image PROGRAF and Alliance CAD Bond Paper Rolls	48.00	
			23 Replacement copies (used) of 10th Edition of Drive Right textbook; Drivers Education	552.16	
			BUSINESS EDUCATION CLASSROOM SUPPLIES	23.68	
			Misc Science Supplies for classrooms for March-May 2019	14.00	
			MISC AUDITORIUM SUPPLIES	51.95	
			Gas backup	109.95	
			AUDITORIUM SUPPLIES RETURN REFUND	-11.99	
			Job fair supplies fortransition	26.97	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			curriculum		
			Misc Science	130.10	
			Supplies for classrooms for March-May 2019		
			Misc Science	8.11	
			Supplies for classrooms for March-May 2019		
			Batteries	23.84	
			2 Refurbished Block Rocker Speakers; Phys Ed	219.98	
			Chromebook C720/C740	1,006.55	
			Batteries and 5 wireless mice		
			Motorola Batteries for Radios and Heatsink thermal pads for chromebook repairs	211.47	
			MISC DRAMA SUPPLIES	28.99	
			Amazon - Canon 90ml Dye Ink Tank Bundle for image PROGRAF and Alliance CAD Bond Paper Rolls	276.00	
			Misc Science	125.52	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Supplies for classrooms for March-May 2019		
			MISC DRAMA SUPPLIES	49.72	
			Batteries	32.15	
			security cameras	49.98	
			Physics and Essentials of Physics Supplies for waves, magnetism, EM Spectrum	89.75	
			LC LVDS cable for Chromebook C720	246.60	
			MISC AUDITORIUM SUPPLIES RETURN	-24.99	
			Vision accommodation supplies	108.14	
			MISC AUDITORIUM SUPPLIES	530.19	
1631396	ANDERSON PEST SOLUTIO	04/16/2019	APRIL 2019 PREVENTIVE SVC	90.93	90.93
1631397	Aqua Pure Enterprises	04/16/2019	POOL SUPPLIES	143.15	1,499.24
			POOL SUPPLIES	1,356.09	
1631398	Arthur J Gallagher Rm	04/16/2019	BUILDERS RISK COVERAGE	60,707.00	60,707.00
1631399	At&t	04/16/2019	3/16/19-4/15/19 FIRE PANEL; LESS TAXES CREDITED ($197.08)	148.77	3,658.63
			3/10/19-4/9/19	2,266.35	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			PHONE LINE & FLOW-THRU CIRCUIT 3/16/19-4/15/19	745.90	
			PHONE SVC 2/28/19-3/27/19	497.61	
1631400	AT&T INTERNET SERVICE	04/16/2019	DUCOMM SVCS 3/10/19-4/9/19	1,706.68	1,706.68
1631401	At&t Long Distance	04/16/2019	INTERNET SVCS FEBRUARY 2019	80.83	80.83
1631402	Ati Physical Therapy	04/16/2019	LONG DISTANCE MARCH 2019	20,666.66	20,666.66
1631403	Vendor Continued Void	04/16/2019	ATHLETIC TRAINER		0.00
1631404	Aurora Naper Transpor	04/16/2019	2/28/19	75.00	20,210.00
			TRANSPORTATION; 1 STUDENT 2/1/19	75.00	
			TRANSPORTATION; 1 STUDENT 2/1/19	50.00	
			TRANSPORTATION; 1 STUDENT FEBRUARY 2019	1,860.00	
			TRANSPORTATION; 1 STUDENT FEBRUARY 2019	950.00	
			TRANSPORTATION; 1 STUDENT FEBRUARY 2019	3,240.00	
			TRANSPORTATION; 1 STUDENT 2/1/19 AND 2/4/19	225.00	
			TRANSPORTATION; 1		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			STUDENT 2/8/19 TRANSPORTATION; 1 STUDENT	100.00	
			FEBRUARY 2019 TRANSPORTATION; 1 STUDENT	3,440.00	
			FEBRUARY 2019 TRANSPORTATION; 1 STUDENT	1,550.00	
			FEBRUARY 2019 TRANSPORTATION; 1 STUDENT	2,475.00	
			FEBRUARY 2019 TRANSPORTATION; 1 STUDENT	1,520.00	
			FEBRUARY 2019 TRANSPORTATION; 1 STUDENT	1,600.00	
			FEBRUARY 2019 TRANSPORTATION; 1 STUDENT	2,850.00	
			2/1, 2/8, 2/15 AND 2/22 TRANSPORTATION; 1 STUDENT	200.00	
1631405	AVID Center	04/16/2019	Avid Summer Institute Registrations (10)	7,425.00	7,425.00
1631406	Bauer, Brittney	04/16/2019	INSTRUCTIONAL SUPPLIES; FACS	52.84	52.84
1631407	BEGOVICH, MARK	04/16/2019	IHSA STATE DRAMA	1,081.13	1,481.13

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			COMPETITION MEALS		
			MUSICAL ROYALTIES DEPOSIT	400.00	
1631408	Blue Whale Sewer & Dr	04/16/2019	PLUMBING SUPPLIES	1,050.00	1,050.00
1631409	BSN SPORTS	04/16/2019	BADMINTON FLOOR TAPE	90.00	90.00
1631410	Burchacki, Suzanne	04/16/2019	ENVIRONMENTAL SCIENCE LAB SUPPLIES	23.24	23.24
1631411	Business Professional	04/16/2019	NATIONAL CONFERENCE REGISTRATION; 2 STAFF	250.00	250.00
1631412	Butler Chemical Co	04/16/2019	MARCH 2019 MAINTENANCE	680.00	680.00
1631413	Canon Financial Servi	04/16/2019	BW METER USAGE; FINAL PYMT; CONTRACT #001-0688322-006	74.81	74.81
1631414	Carol Stream Chamber	04/16/2019	2019/20 ANNUAL MEMBERSHIP DUES	215.00	215.00
1631415	Carrow, Patricia	04/16/2019	JANUARY 2019-MARCH 2019 RETIREE HEALTH REIMBURSEMENT	412.41	412.41
1631416	Cdwg	04/16/2019	Battery backup batteries for core switch cabinet	490.11	2,171.75
			Switch replacements for failed network switches in IDF1	1,681.64	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			and IDF8		
1631417	CENTRAL POLY CORPORAT	04/16/2019	TOILET TISSUE; WHITE, 4 -3/8" X 3 -3/4", 2 PLY, 500 SHEET PER ROLL; 96 ROLLS PER CASE	2,374.80	2,374.80
1631418	CHG Alternative Educa	04/16/2019	MARCH 2019 TUITION; 1 STUDENT; ACCT #1284048	3,493.20	3,493.20
1631419	Chromebook parts.com	04/16/2019	Acer c720 Mainboards	549.95	549.95
1631420	City Of West Chicago	04/16/2019	FEBRUARY 2019 FUEL USAGE; DRV ED	95.56	671.95
			FEBRUARY 2019 FUEL USAGE; O&M	576.39	
1631421	City Of West Chicago	04/16/2019	1/4/19-3/4/19 WATER; SOUTH END	3,118.63	7,741.56
			1/4/19-3/4/19 WATER; NORTH END	4,473.73	
			1/4/19-3/4/19 WATER; GEORGE ST	103.20	
			1/4/19-3/4/19 WATER; PIONEER SCHOOL	46.00	
1631422	Clare Woods Academy	04/16/2019	APRIL 2019 TUITION; 2 STUDENTS	11,019.60	11,019.60
1631423	Comed	04/16/2019	2/14/19-3/15/19 ELECTRIC; KERR-MCGEE	10.42	385.65

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			2/14/19-3/15/19 ELECTRICITY; DIST OFFICE	375.23	
1631424	Community Therapy Cor	04/16/2019	MARCH 2019 SPEECH THERAPY SVCS	5,976.00	5,976.00
1631425	Conserv Fs	04/16/2019	MAINTENANCE SUPPLIES	1,287.96	1,287.96
1631426	CONSTANT CONTACT	04/16/2019	Annual bulk eMail; 5/19-4/20 subscription design and delivery service; District Community eNewsletter	798.00	798.00
1631427	Constellation Newener	04/16/2019	MARCH 2019 NATURAL GAS	9,443.21	9,443.21
1631428	Constellation New Ene	04/16/2019	2/15/19-3/18/19 ELECTRICITY	45,135.26	45,135.26
1631429	CORE ACADEMY	04/16/2019	MARCH 2019 TUITION; 1 STUDENT	875.10	4,507.42
			MARCH 2019 CIBS TUITION; 1 STUDENT	200.00	
			MARCH 2019 LIFESKILLS TUITION; 1 STUDENT	3,432.32	
1631430	Cortez/reimbursement,	04/16/2019	3/1/19-3/15/19 MILEAGE; HMBD TUTORS	11.14	20.88
			3/16/19-3/31/19	9.74	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			MILEAGE; HMBD TUTORS		
1631431	CPC Inc	04/16/2019	APRIL 2019 FACILITY TREE SW	175.00	175.00
1631432	Debbie De Iorio-Piano	04/16/2019	March Choral Festival Piano Tuning	140.00	140.00
1631433	DeKalb High School	04/16/2019	JV Bad trn 4/13/19	75.00	75.00
1631434	Demco Inc	04/16/2019	Demco Book Processing Supplies	179.65	179.65
1631435	Dollamur Sport Surfac	04/16/2019	3 Wrestling Mats and 1 Cheer Mat	35,650.00	35,650.00
1631436	DS&P Insurance Servic	04/16/2019	CONTRACTUAL ANALYSIS & RECOMMENDATIONS; EBC and TPA; PYMT 2 OF 2	10,000.00	10,000.00
1631437	Dupage County Health	04/16/2019	ANNUAL SWIMMING POOL PERMIT	500.00	500.00
1631438	DuPage IPA	04/16/2019	Student Recognition Breakfast	100.00	100.00
1631439	Engler Callaway Baast	04/16/2019	MARCH 2019 LEGAL FEES	2,222.00	2,222.00
1631440	FarmTek	04/16/2019	MULTI-LEVEL GREENHOUSE BENCHES	5,303.68	5,303.68
1631441	Fikis, Candace	04/16/2019	field trip train tickets	228.50	228.50
1631442	Flolo Corporation	04/16/2019	A/C PUMP SUPPLY	24.50	24.50
1631443	Fox Tech Transition P	04/16/2019	MARCH 2019	732.20	732.20

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			TUITION; 1 STUDENT		
1631444	Fred C Gloeckner Co	04/16/2019	MISC HARDWARE SUPPLIES	276.67	276.67
1631445	Gexpro	04/16/2019	ELECTRICAL SUPPLIES	77.41	77.41
1631446	Giant Steps	04/16/2019	MARCH 2019 TUITION; 2 STUDENTS	9,463.50	9,463.50
1631447	Glenbard East High Sc	04/16/2019	Fr A b vol invite 4/13/19	225.00	425.00
			JV g soccer trn Glenbard East 2019	200.00	
1631448	Glenoaks Hospital The	04/16/2019	FEBRUARY 2019 TUITION; SOUTH CAMPUS	2,893.32	11,346.48
			MAR 2019 TUITION; 1 STUDENT; SOUTH CAMPUS	2,284.20	
			FEB 2019 TUITION; 1 STUDENT; WEST CAMPUS	3,447.36	
			MARCH 2019 TUITION; 1 STUDENT; WEST CAMPUS	2,721.60	
1631449	Grainger	04/16/2019	ELECTRICAL LIGHTS	37.45	37.45
1631450	Guevara, Bruce	04/16/2019	SELF-DEFENSE CLASS; GRANT	250.00	250.00
1631451	Harris Bank	04/16/2019	INSTRUCTIONAL SUPPLIES; FACS	149.48	4,239.19
			INSTRUCTIONAL	291.04	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			SUPPLIES; FACS		
			AUDITORIUM/DRAMA CONF; MISC HARDWARE SUPPLIES; TECHNOLOGY SUPPLIES	537.67	
			PLUMBING SUPPLY, TOOL CABINET, CARGO BOX KIT AND DOOR SUPPLY	1,330.36	
			HR JOB FAIR	250.00	
			DIST OFFICE SUPPLIES; GOOGLE TRANSLATE	137.77	
			SUPT TRAVEL/CONFERENCE; VOLUNTEER APPRECIATION	1,381.38	
			PUBLICATIONS; WORKING LUNCH	76.12	
			INSTRUCTIONAL SUPPLIES; FACS	85.37	
1631452	Hauser Izzo Petrarca	04/16/2019	MARCH 2019 LEGAL SVCS	1,127.00	1,127.00
1631453	Herff Jones Yearbooks	04/16/2019	2019 YEARBOOK DEPOSIT	3,331.50	3,331.50
1631454	HILTON ANAHEIM	04/16/2019	BPA NATIONAL CONFERENCE LODGING; 2 STAFF	1,081.56	1,081.56
1631455	Hinsdale South High S	04/16/2019	G V track invite 2019	225.00	225.00
1631456	Hope School	04/16/2019	MARCH 2019	9,309.89	9,309.89

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1631457	Hygieneering Inc	04/16/2019	TUITION & TRANSPORTATION THREE-YEAR REINSPECTION; PROJECT #2018-5081	2,523.90	2,523.90
1631458	Illinois State Police	04/16/2019	FEBRUARY 2019 BACKGROUND CHECKS; COST CENTER #03388	84.75	84.75
1631459	Vendor Continued Void	04/16/2019			0.00
1631460	ILLINOIS CENTRAL SCHO	04/16/2019	FEBRUARY 2019 STUDENT BUSSING	73,093.46	146,564.47
			WEGO BUDDIES FT; MIDWESTERN UNIVERSITY; 2/9/19	158.51	
			FEBRUARY 2019 OMBUDSMAN TRANSPORTATION	9,063.00	
			MARCH 2019 STUDENT BUSSING	60,691.46	
			AVID CAREER FAIR; 3/1/19; KEMPSKI	365.64	
			CHILD DEV DUAL CREDIT FT; EVERGREEN ELEMENTARY SCHOOL; 3/18/19; BAUER	182.82	
			CHILD DEV DUAL CREDIT; KENSINGTON	182.82	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			SCHOOL; 3/11/19; BAUER		
			DRAMA SECTIONALS	621.26	
			COMPETITION; 3/16/19; BEGOVICH		
			MARCH 2019 STATE DRAMA	1,706.14	
			COMPETITION; 3/21-3/23/19		
			FOUR RIVERS FT; 3/12/19; ALBRIGHT	215.90	
			MARCH 2019 MATH TEAM TRIPS	283.46	
1631461	Illinois School Servi	04/16/2019	2019 COMMENCEMENT TICKETS	375.00	375.00
1631462	In the Swim	04/16/2019	POOL SUPPLIES	349.23	442.28
			POOL SUPPLIES	93.05	
1631463	Integrated Systems Co	04/16/2019	APRIL 2019 SKYWARD SUBSCRIPTION	525.00	525.00
1631464	IPMG Employee Benefi	04/16/2019	APRIL 2019 FLEXIBLE SPENDING BENEFITS	350.00	350.00
1631465	Jensen, Chris	04/16/2019	DRAMA IHSA SECTIONAL FUEL REIMBURSEMENT	72.17	199.65
			IHSA STATE TOURNAMENT RENTAL TRUCK FUEL	107.54	
			DRAMA SET SUPPLIES	19.94	
1631466	JOHNSON, kURT	04/16/2019	DRAFTING SUPPLIES REIMBURSEMENT	154.25	154.25

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1631467	Johnson Controls Fire	04/16/2019	4/1/19-6/30/19 QUARTERLY BILLING	267.00	267.00
1631468	JW Pepper	04/16/2019	Spring 2019 Orchestra Music	14.49	14.49
1631469	Karl, Therese	04/16/2019	2/16/19-2/28/19 MILEAGE; HMBD TUTORS	100.34	223.88
			3/1/19-3/15/19 MILEAGE; MHBD TUTORS	82.36	
			3/16/19-3/31/19 MILEAGE; HMBD TUTORS	41.18	
1631470	Koltz, Becky	04/16/2019	NSPRA 2019 National Seminar registration reimbursement	655.00	655.00
1631471	Language Line Service	04/16/2019	MARCH 2019 TRANSLATION SVCS	360.75	360.75
1631472	Language Testing Inte	04/16/2019	BILINGUAL TESTING; 3/11/19	40.00	40.00
1631473	Libraries First	04/16/2019	Gale Virtual Reference Library Hosting	325.00	325.00
1631474	Life Fitness	04/16/2019	Fitness Center Equipment Repairs	1,039.49	1,039.49
1631475	Little Friends Inc	04/16/2019	MARCH 2019 TUITION; 1 STUDENT	3,165.28	3,165.28
1631476	Marklund at Mill Cree	04/16/2019	MARCH 2019 TUITION; 1 STUDENT	6,877.60	6,877.60
1631477	McMaster Carr Supply	04/16/2019	PLUMBING SUPPLIES	285.41	1,285.78

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			MISC MAINTENANCE SUPPLIES	46.93	
			Misc Tech Ed Supplies	918.63	
			MISC MAINTENANCE SUPPLIES	34.81	
1631478	Medco Supply Company	04/16/2019	Gatorade Sidelines 2019	75.00	75.00
1631479	Medco Supply Company	04/16/2019	Refuel & Restore Theraband exercise bands 50 yards of red, 50 yards of green	150.72	150.72
1631480	Melvin, Marianne	04/16/2019	3/16/19-3/31/19 MILEAGE; HMBD TUTORS	29.00	34.72
			12/16/18-12/31/18 MILEAGE; HMBD TUTORS	5.72	
1631481	Menards	04/16/2019	DRAMA SUPPLIES	27.48	1,093.67
			Botany supply	215.73	
			MISC MAINTENANCE SUPPLIES	179.78	
			DRAMA SUPPLIES	35.96	
			MISC MAINTENANCE SUPPLIES	20.21	
			MISC MAINTENANCE SUPPLIES	107.55	
			MISC MAINTENANCE SUPPLIES	84.99	
			MISC MAINTENANCE SUPPLIES	279.69	
			MISC MAINTENANCE	7.88	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			SUPPLIES		
			DRAMA SET	62.32	
			SUPPLIES		
			MISC MAINTENANCE	30.81	
			SUPPLIES		
			MISC MAINTENANCE	41.27	
			SUPPLIES		
1631482	Murnane Paper Company	04/16/2019	2018-2019 SCHOOL YEAR PAPER ORDER	4,764.00	4,764.00
1631483	Murphy, Hank	04/16/2019	SCIENCE LAB SUPPLIES	11.77	11.77
1631484	Murphy Ace Hardware 2	04/16/2019	MISC MAINTENANCE	71.60	342.61
			SUPPLIES		
			MISC MAINTENANCE	22.87	
			SUPPLIES		
			MISC MAINTENANCE	34.33	
			SUPPLIES		
			MISC MAINTENANCE	48.91	
			SUPPLIES		
			MISC MAINTENANCE	12.27	
			SUPPLIES		
			MISC MAINTENANCE	20.46	
			SUPPLIES		
			MISC MAINTENANCE	12.09	
			SUPPLIES		
			MISC HARDWARE	92.54	
			SUPPLIES		
			MISC MAINTENANCE	48.60	
			SUPPLIES		
			MISC MAINTENANCE	-40.00	
			SUPPLIES		
			MISC MAINTENANCE	18.94	
			SUPPLIES		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1631485	Nasco	04/16/2019	Art supplies, tools, and materials for drawing, painting, Studio Art and 3D projects.	39.36	97.64
			Supplies for art classes	36.68	
			Supplies for art classes	21.60	
1631486	Nassp/nasc	04/16/2019	2019/2020 NHS MEMBERSHIP	385.00	385.00
1631487	Neuco Inc	04/16/2019	A/C PUMP SUPPLY	71.55	136.64
			MISC MAINTENANCE SUPPLIES	65.09	
1631488	News-2-You	04/16/2019	Yearly Subscription Renewal; News 2 You and SymbolStix Prime; On-Line Reading Curriculum	269.37	269.37
1631489	Nicor Gas Bill Paymen	04/16/2019	2/4/19-3/6/19 NATURAL GAS; DISTRICT OFFICE	669.03	4,636.31
			3/6/19-4/3/19 NATURAL GAS; GARAGE	207.37	
			MARCH 2019 TRANSPORTATION	3,759.91	
1631490	Niles North High Scho	04/16/2019	Dan Horyn invite B var track	250.00	250.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1631491	Nissan Motor Acceptan	04/16/2019	DRIVERS ED CAR LEASE; ACCT #2500 8193 621	162.71	162.71
1631492	NSPRA	04/16/2019	Membership renewal for 2019-2020 (one year)	285.00	285.00
1631493	NW 5634	04/16/2019	Floor Hockey Stick replacements and repair parts	358.03	358.03
1631494	Office Depot	04/16/2019	Misc Office Supply order	152.97	2,196.56
			Misc Program Classroom Supplies	24.14	
			Misc Program Classroom Supplies	735.95	
			Office supplies for Sped office	361.14	
			Office supplies for Sped office	9.04	
			Office supplies for Sped office	32.97	
			Office Supplies	880.35	
1631495	Ombudsman Ed Services	04/16/2019	ADDITIONAL MARCH 2019 TUITION	250.00	250.00
1631496	PACTT Learning Center	04/16/2019	FEBRUARY 2019 TUITION; 1 STUDENT	4,052.13	4,052.13
1631497	Paddock Publications	04/16/2019	BID NOTICE ADS	40.25	40.25
1631498	PAPER DIRECT	04/16/2019	CWT/BTI BANQUET	89.95	89.95

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1631499	PEAPOD LLC/Billing	04/16/2019	SUPPLIES INSTRUCTIONAL SUPPLIES; FACS	970.64	1,550.32
			INSTRUCTIONAL SUPPLIES; FACS	353.60	
			INSTRUCTIONAL SUPPLIES; FACS	226.08	
1631500	Pepper Construction	04/16/2019	2019 CAPITAL ADDITIONS & RENOVATIONS; PYMT #3	321,155.81	321,155.81
1631501	Perfection Learning	04/16/2019	Book Order for STARS	167.85	167.85
1631502	Pollard, Laura A	04/16/2019	ESL TUITION REIMBURSEMENT; GRANT	225.00	225.00
1631503	PrintExperts.COM	04/16/2019	Toner for HP P4015	1,049.25	1,049.25
1631504	Proven IT	04/16/2019	4/30/19-5/30/19 PHOTOCOPIER CONTRACT SVC	1,341.41	1,341.41
1631505	PTC Wizard	04/16/2019	PTC Wizard Annual Subscription	2,200.00	2,200.00
1631506	Quest Management Serv	04/16/2019	STAFF APPRECIATION BREAKFAST	495.00	1,239.34
			DISTRICT OFFICE SUPPLIES	40.30	
			BOARD OF EDUCATION DINNER MTG; POLICY	52.50	
			MARCH 2019 MILK	651.54	
1631507	RAM Transport Inc	04/16/2019	March 2019	3,150.00	3,150.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Transportation; 1 student		
1631508	Reality Works	04/16/2019	REALCARE CART-20 BABY & STORAGE/CHARGING CART	5,661.00	5,661.00
1631509	Revtrak Inc	04/16/2019	MARCH 2019 MERCHANT FEES	604.77	604.77
1631510	Rotary Club Of West C	04/16/2019	2019 QUARTERLY DUES & FEES; DIRECTOR OF BUSINESS	150.00	300.00
			2019 QUARTERLY DUES & FEES; SUPT	150.00	
1631511	Sased	04/16/2019	FEBRUARY 2019 TRANSPORTATION; SE ALT	7,547.55	7,547.55
1631512	School District U-46	04/16/2019	SHARED TRANSPORTATION; 8/18-12/18; 1 STUDENT	180.00	180.00
1631513	Schuck, Beth	04/16/2019	SNOWBALL SUPPLIES REIMBURSEMENT	417.28	417.28
1631514	SDM Gym Solutions LLC	04/16/2019	FIELD HOUSE DIVIDER CURTAIN REPAIR	7,270.00	7,270.00
1631515	Seal Of Illinois	04/16/2019	MARCH 2019 TUITION; 5 STUDENTS	18,304.80	18,304.80
1631516	SEQUEL SCHOOLS LLC	04/16/2019	MARCH 2019 TUITION; 1 STUDENT; ACCT #000188-1	3,399.60	3,399.60

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1631517	SOCIALTHINKING.COM	04/16/2019	Enhance social communication practices in the classroom; 8 staff members; 4/25/19 Chicago Metro Area Conference on Social Thinking	1,727.92	1,727.92
1631518	SPECIAL EDUCATION SYS	04/16/2019	MARCH 2019 TRANSPORTATION; 1 STUDENT	201.76	1,449.74
			MARCH 2019 TRANSPORTATION; 1 STUDENT	271.30	
			MARCH 2019 LIFESKILLS TRANSPORTATION; 1 STUDENT	868.16	
			MARCH 2019 CIBS TRANSPORTATION; 1 STUDENT	108.52	
1631519	St Charles High Schoo	04/16/2019	B var volleyball invite 4/6/19	275.00	275.00
1631520	Stack, Deborah	04/16/2019	BILINGUAL TUITION REIMBURSEMENT	525.00	525.00
1631521	Stieglitz, Corrie	04/16/2019	BOTANY LAB SUPPLIES	428.27	428.27
1631522	Sullivan, Katelyn	04/16/2019	BILINGUAL TUITION REIMBURSEMENT	225.00	225.00
1631523	Sunbelt Staffing	04/16/2019	3/4/19-3/8/19 LPN SVCS; 1 STUDENT	2,770.00	7,634.81
			3/11/19-3/14/19	2,094.81	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			LPN SVCS; 1 STUDENT 3/18/19-3/22/19	2,770.00	
			LPN Services; 1 Student		
1631524	Sunrise Transportatio	04/16/2019	FEBRUARY 2019 TRANSPORTATION	69,020.80	69,020.80
1631525	Technology Management	04/16/2019	FEBRUARY 2019 INTERNET SVCS	2,250.00	2,250.00
1631526	TeleSolutions Consult	04/16/2019	APRIL 2019 ERATE PROGRAM FEE	275.00	275.00
1631527	Tri-K Inc	04/16/2019	GARBAGE BAGS	988.00	988.00
1631528	Uline	04/16/2019	MOVING AND PACKING SUPPLIES	3,681.29	4,196.26
			MOVING AND PACKING SUPPLIES	138.01	
			MISC MAINTENANCE SUPPLIES	376.96	
1631529	United States Postal	04/16/2019	APRIL 2019 POSTAGE FOR METER	2,600.00	2,600.00
1631530	UPS FREIGHT	04/16/2019	TECHNOLOGY SUPPLIES	11.12	11.12
1631531	Van Sant Enterprises	04/16/2019	SHOP TOOLS AND EQUIPMENT	5,224.07	5,224.07
1631532	Varitronics LLC	04/16/2019	Supplies for poster printer	686.24	686.24
1631533	Varsity Athletic Appa	04/16/2019	athletic awards-numerals	556.00	556.00
1631534	Warehouse Direct	04/16/2019	Liquid soaps; custodial supplies	1,182.98	2,791.79
			CUSTODIAL SUPPLIES	976.53	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			MULTI-FOLD PAPER TOWELS	381.25	
			CUSTODIAL SUPPLIES	251.03	
1631535	Waste Management West	04/16/2019	MARCH 2019 REFUSE SVC	495.80	772.04
			APRIL 2019 RECYCLING SVC	179.98	
			APRIL 2019 REFUSE SVC; DISTRICT OFC	96.26	
1631536	WCCHS STUDENT ACTIVIT	04/16/2019	TRUCK RENTAL FOR IHSA DRAMA SECTIONAL TRAVEL; REIMBURSE STUDENT ACTIVITY FUND	513.03	3,414.98
			IHSA STATE GROUP INTERPRETATION; TRUCK RENTAL	588.20	
			CC Payments for Student Activities account	2,313.75	
1631537	West Chicago Printing	04/16/2019	ENVELOPES	1,550.25	1,550.25
1631538	WHEATON ACADEMY	04/16/2019	TITLE II TEACHER QUALITY FUNDS REIMBURSEMENT	6,542.00	6,542.00
1631539	WHEELING HIGH SCHOOL	04/16/2019	Var Bad invite 4/13/19	200.00	200.00
1631540	Willuweit, Lisa	04/16/2019	Music Festival supplies	152.35	152.35
1631541	WINZER CORPORATION	04/16/2019	CUSTODIAL SUPPLIES	317.75	317.75
1631542	WOLFE, MARC	04/16/2019	PT CONFERENCES;	150.96	150.96

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			3/14/19; STUDENT AMBASSADOR SUPPLIES		
	155 Computer		Check(s) For a Total of		995,019.22

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	155	Computer	Checks For a Total of	995,019.22
Total For	155	Manual, Wire Tran, ACH & Computer Checks		995,019.22
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	995,019.22

COMMUNITY HIGH SCHOOL DISTRICT NO. 94
BOARD OF EDUCATION - BILL LISTING SUMMARY
March 2019 Expenditures and April 16, 2019 Bill List

	(Taxes)Certificates Of Deposit, MM Dep. Purchased For The Month Of March-19	Net Payroll For The Month Of March-19	Operating Checks* Drawn During The Month Of March-19	Bill List Vouchers Paid In The Month Of March-19	Total	Bill List Vouchers Paid In The Month Of April-19
#10 EDUCATIONAL FUND	$ -	916,955.44	717,179.51	$188,914.28	$1,823,049.23	$254,913.23
#20 OPERATIONS AND MAINTENANCE FUND		64,911.71	54,214.59	133,877.81	$253,004.11	109,927.27
#30 DEBT SERVICES FUND				1,500.00	$1,500.00	
#40 TRANSPORTATION FUND				107,207.06	$107,207.06	248,315.91
#50 ILLINOIS MUNICIPAL RETIREMENT FUND			32,041.52		$32,041.52	
#51 SOCIAL SECURITY AND MEDICARE FUND			39,691.42		$39,691.42	
#60 CAPITAL IMPROVEMENTS 2017		5,543.58	376,634.62	422.11	$382,600.31	
#65 CAPITAL IMPROVEMENTS 2018					$0.00	321,155.81
#70 WORKING CASH FUND					$0.00	
#80 TORT FUND					$0.00	60,707.00
TOTAL	$ -	$987,410.73	$1,219,761.66	$431,921.26	$2,639,093.65	$995,019.22

** Payroll taxes, annuities, wage garnishments, insurance premiums,college savings plans TRS & IMRF pension contributions, charitable contributions, Imprest Fund &Petty Cash Fund reimbursement, lost & stale check replacement reviewed by Treasurer*

The investments and payroll disbursements for the month of March-19 **and the regular accounts payable for the period** March 13, 2019 **to** April 11, 2019 **to be paid** April 16, 2019 **Totaling:** $3,202,191.61 **.**

I hereby certify that the expenditures listed as a part of this statement are legally payable from the budget category to which they are charged and are coded in conformance with the Illinois Office of Education Accounting Manual.

April 11, 2019
Date

Director of Business Services

TO THE TREASURER, COMMUNITY HIGH SCHOOL DISTRICT NO. 94, WEST CHICAGO. ILLINOIS

The Board of Education has approved the payment of the above listed invoices on this date and you are hereby authorized and directed to make payments thereof:

Date

President, Board of Education

Secretary, Board of Education

COMMUNITY HIGH SCHOOL
IMPREST FUND
March 2019

This listing represents payments from the High School Imprest Fund for the month of March 2019. Reimbursement for the following is hereby requested from the Board of Education, Community High School District 94, West Chicago, Illinois at its regular board meeting on April 16, 2019.

_____

David Blatchley - Director of Business Svcs

_____

Date

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
20E000 2540 3401 00 000000	ip0305	At&t	03/05/2019	1317174	2/16/19-3/15/19 PHONE SVCS	794.87
10E007 1130 4100 00 000000	IP0305	Gill, Sarah	03/05/2019	1317175	SPANISH EXCHANGE TRIP; CASH FOR DRIVER AND TOUR GUIDE TIPS	350.00
10L000 4001 0000 00 000000	IP0305	ShutterBox Entertainment LLC	03/05/2019	1317176	LATIN FEVER FESTIVAL PHOTOBOOTH; 3/16/19	695.00
10E013 1130 4050 00 000000	IP0305	TOWER CLEANERS	03/05/2019	1317177	DRY CLEANING FOR DISPLAY ITEMS DAMAGED IN 2018 SS OFFICE FLOODING	200.00
10E014 2220 4050 00 000000	IP0305	UPS FREIGHT	03/05/2019	1317178	TECHNOLOGY SHIPPING COSTS; PO #0142019053	8.83
10E100 1500 6430 00 000000	ip0308	BATAVIA HIGH SCHOOL	03/08/2019	1317179	B&G distance madness fee for 10 runners 3/8/19	100.00
10L000 4001 0000 00 000000	IP0308	CUAUTLE, ANDRES	03/08/2019	1317180	DJ SERVICES FOR LATIN FEVER FESTIVAL	580.00
10E100 1500 6420 00 000000	IP0311	Mark Twain Hotel Downtown Peor	03/11/2019	1317181	IHSA BOYS BASKETBALL SHOOTOUT LODGING; 3/14/19	102.35
10R000 1811 0000 00 000000	IP0311	Vasquez, Emilio	03/11/2019	1317182	REGISTRATION REFUND; ID #43503	52.00
10E100 1500 6420 00 000000	bf0311	Mark Twain Hotel Downtown Peor	03/11/2019	1317183	IHSA BOYS BASKETBALL SHOOTOUT LODGING; 3/15/19	102.35
10E007 1130 4100 00 000000	IP0319	Dorman, Linnette	03/19/2019	1317184	luncheon for world language department chairs of the western suburbs	29.00
10E906 2210 3320 00 906000	IP0319	Durbin, Donna	03/19/2019	1317185	BPA NATIONAL CONFERENCE TRAVEL; 2 STAFF	671.22
10E104 1501 4050 00 000000	IP0319	Durbin, Donna	03/19/2019	1317185	BPA NATIONAL CONFERENCE TRAVEL; 2 STAFF	1,006.83
10E100 1500 3191 00 000000	IP0319	Gouskous, Nick	03/19/2019	1317186	GIRLS SOCCER; SE; 3/13/19	59.00
10E100 1500 4054 00 000000	IP0319	Jacob, Kelsey	03/19/2019	1317187	FEEDER VOLLEYBALL SUPPLIES	41.05
10L000 4001 0000 00 000000	ip0319	McCarthy, Jr, Lawrence	03/19/2019	1317188	IASBO conference fees reimbursement	30.00
10E080 2510 3320 00 000000	ip0319	McCarthy, Jr, Lawrence	03/19/2019	1317188	IASBO conference fees reimbursement	190.00
10E100 1500 6420 00 000000	IP0319	Peoria Civic Center	03/19/2019	1317189	SPEECH STATE ENTRY FEES	75.00
10E100 1500 6420 00 000000	ip0319	RESIDENCE INN BY MARRIOTT	03/19/2019	1317190	SPEECH STATE FINALS LODGING 3/21/19-3/22/19	3,251.28
20E000 2542 3239 00 000000	IP0321	Aqua Pure Enterprises Inc	03/22/2019	1317191	POOL REPAIR SERVICES	374.00
10E100 1500 3191 00 000000	IP0321	Barone/official, Phil	03/22/2019	1317192	SOFTBALL; ADDISON TRAIL;	64.00

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
					3/19/19	
10E100 1500 3191 00 000000	IP0321	Howell, Michael	03/22/2019	1317193	SOFTBALL; ADDISON TRAIL; 3/19/19	64.00
10E100 1500 3191 00 000000	IP0321	Ortiz, Mario	03/22/2019	1317194	GIRLS SOCCER; EA; 3/19/19	59.00
10E022 1220 3193 00 000000	ip0325	Majchrowski, Laurie	03/25/2019	1317195	School Bus Refresher Class 3/22/19	10.00
10E022 1220 3193 00 000000	ip0325	SECRETARY OF STATE/SAFE RIDE S	03/25/2019	1317196	Bus Driver Permit Renewal Fee: One Staff Member	4.00
20E000 2540 3401 00 000000	IP0325	VERIZON WIRELESS	03/25/2019	1317197	3/8/19-4/7/19 CELL PHONE; SUPT	139.81
10E070 2410 3410 00 000000	IP0325	WEST CHICAGO POST OFFICE	03/25/2019	1317198	PROGRESS GRADE MAILERS	1,006.50
10E100 1500 3191 00 000000	IP0328	Acciavatti, Don	03/28/2019	1317199	BOYS VOLLEYBALL; GN; 3/20/19	89.00
60E000 2530 5010 00 000000	IP0328	AJ's Custom Cabinetry and Coun	03/28/2019	1317200	REMOVAL/REINSTALLATION OF PICTURE FRAME RACKS	1,900.00
10E100 1500 3191 00 000000	IP0328	Evins, Tom	03/28/2019	1317201	GIRLS SOCCER; WA; 3/20/19	95.00
10E100 1500 3191 00 000000	IP0328	Herrera/official, Victor	03/28/2019	1317202	GIRLS SOCCER; WA; 3/20/19	64.00
10E100 1500 3191 00 000000	IP0328	O'Bryan, Justin	03/28/2019	1317203	GIRLS SOCCER; WA; 3/20/19	95.00
10E100 1500 3191 00 000000	IP0328	Stratton, Gary	03/28/2019	1317204	BOYS VOLLEYBALL; GN; 3/20/19	89.00
					Totals for checks	12,392.09

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	ED FUND	1,305.00	52.00	7,826.41	9,183.41
20	OPER & MAINT	0.00	0.00	1,308.68	1,308.68
60	CAPITAL IMPROVEMENTS	0.00	0.00	1,900.00	1,900.00
*** Fund Summary Totals ***		1,305.00	52.00	11,035.09	12,392.09

********** **End of report** **********

COMMUNITY HIGH SCHOOL DISTRICT 94
West Chicago, Illinois

TREASURER'S REPORT
FOR MONTH ENDING MARCH 2019

FUND	CASH BALANCE Thru 2/28/2019	RECEIPTS March 2019	DISBURSEMENTS March 2019	CASH BALANCE Thru 3/31/2019	INVESTMENTS AT COST Thru 3/31/2019
EDUCATIONAL	$ (1,363,106.25)	$ 1,688,978.57	$ 1,828,695.16	$ (1,502,822.84)	$ 7,472,233.99
OPERATIONS & MAINTENANCE	$ 293,275.86	$ 206,236.14	$ 232,710.06	$ 266,801.94	$ 1,548,225.69
DEBT SERVICES	$ (10,654.12)	$ 950.00	$ 1,500.00	$ (11,204.12)	$ 247,092.86
TRANSPORTATION	$ 270,554.16	$ 3,330.04	$ 107,207.06	$ 166,677.14	$ 397,149.14
I.M.R.F.	$ 3,040.56	$ 28,220.65	$ 26,395.52	$ 4,865.69	$ 167,635.18
SOCIAL SECURITY/MEDICARE	$ 2,116.37	$ 37,864.78	$ 39,691.42	$ 289.73	$ 36,681.78
CAPITAL IMPROVEMENTS 2017	$ (550,706.73)	$ 562,077.44	$ 382,600.31	$ (371,229.60)	$ 395,730.83
CAPITAL IMPROVEMENTS 2018	$ 279,605.30	$ -	$ -	$ 279,605.30	$ 30,037,846.57
WORKING CASH	$ 1,157,381.58	$ -	$ -	$ 1,157,381.58	$ 925,790.59
TORT	$ 85,893.24	$ 16,018.91	$ -	$ 101,912.15	$ 88,941.44
TOTAL	**$ 167,399.97**	**$ 2,543,676.53**	**$ 2,618,799.53**	**$ 92,276.97**	**$41,317,328.07**
Monthly Invest. Int., Adj. & Fees/YTD Interest thru 3/31/19 *(included in revenue and investment totals)*	$ 1,184,402.15	90,567.79	-		$ 1,274,969.94

PLUS INVESTMENTS $41,317,328.07

TOTAL YEAR-TO-DATE CASH AND INVESTMENTS AS OF MARCH 31, 2019 **$ 41,409,605.04**

Daniel T. Morris, Treasurer

Date

COMMUNITY HIGH SCHOOL DISTRICT 94
STATEMENT OF POSITION
FINANCIAL REPORT
FOR PERIOD ENDING MARCH 31, 2019

Percent of Fiscal Year Complete: 75.00%

ASSETS	IMPREST, PETTY CASH & SCHLSHP	CASH BALANCES	INVESTMENT BALANCES	ACCOUNTS RECEIVABLE	AUDIT ENTRY	TOTAL ASSETS
EDUCATIONAL	16,188	(1,502,823)	7,472,234			5,985,600
OPERATIONS & MAINTENANCE		266,802	1,548,226			1,815,028
DEBT SERVICES		(11,204)	247,093			235,889
TRANSPORTATION		166,677	397,149			563,825
MUNICIPAL RETIREMENT		4,866	167,635			172,501
SOCIAL SECURITY/MEDICARE		290	36,682			36,971
CAPITAL IMPROVEMENTS 2017		(371,230)	395,731			24,501
CAPITAL IMPROVEMENTS 2018		279,605	30,037,847			30,317,452
WORKING CASH		1,157,382	925,791			2,083,172
TORT		101,912	88,941			190,853
TOTAL	**16,188**	**92,277**	**41,317,328**	**-**	-	**41,425,792**

LIABILITIES AND FUND EQUITY	TAX WARRENTS	ACCOUNTS PAYABLE	ENCUMBERED PAYABLES	OTHER PAYABLES	FUND EQUITY	TOTAL LIABILITY AND FUND EQUITY
EDUCATIONAL		(20,572)	254,913		5,751,258	5,985,600
OPERATIONS & MAINTENANCE		(38,531)	109,927		1,743,633	1,815,028
DEBT SERVICES					235,889	235,889
TRANSPORTATION			248,316		315,511	563,825
MUNICIPAL RETIREMENT					172,501	172,501
SOCIAL SECURITY/MEDICARE		(217)			37,187	36,971
CAPITAL IMPROVEMENTS 2017					24,501	24,501
CAPITAL IMPROVEMENTS 2018		12,387	321,156		29,983,909	30,317,452
WORKING CASH					2,083,172	2,083,172
TORT			60,707		130,146	190,853
TOTAL	**-**	**(46,933)**	**995,019**	**-**	**40,477,706**	**41,425,792**

RECEIPTS	BUDGET 2018 - 2019	CURRENT REVENUES	Y.T.D. REVENUES	OTHER RECEIPTS	UNREALIZED BALANCE	PERCENT REALIZED
EDUCATIONAL	25,532,429	453,446	13,605,683		11,926,746	53.29%
OPERATIONS & MAINTENANCE	3,245,040	6,451	1,625,668		1,619,372	50.10%
DEBT SERVICES	2,743,931	166	1,319,951		1,423,980	48.10%
TRANSPORTATION	1,577,945	1,625	734,494		843,451	46.55%
MUNICIPAL RETIREMENT	503,046	3,221	240,594		262,452	47.83%
SOCIAL SECURITY/MEDICARE	482,075	3,865	235,182		246,893	48.79%
CAPITAL IMPROVEMENTS 2017	-	1,607	46,018		(46,018)	100.00%
CAPITAL IMPROVEMENTS 2018	29,003,000	63,689	30,532,141		(1,529,141)	100.00%
WORKING CASH	12,000	1,623	13,724		(1,724)	114.37%
TORT	243,673	2,013	101,678		141,995	41.73%
TOTAL	**63,343,139**	**537,706**	**48,455,133**	**-**	**14,888,006**	76.50%

DISBURSEMENTS	BUDGET 2018 - 2019	CURRENT EXPENDITURES	Y.T.D. EXPENDITURES	CURRENT ENCUMBERED	UNENCUMBERED BALANCE	PERCENT ENCUMBERED
EDUCATIONAL	25,508,483	1,755,223	19,075,369	254,913	6,178,201	74.78%
OPERATIONS & MAINTENANCE	3,244,652	225,608	2,091,609	109,927	1,043,115	64.46%
DEBT SERVICES	2,737,500	550	4,012,479		(1,274,979)	146.57%
TRANSPORTATION	1,563,000	105,286	1,057,687	248,316	256,997	67.67%
MUNICIPAL RETIREMENT	480,415	26,396	319,676		160,739	66.54%
SOCIAL SECURITY/MEDICARE	472,754	39,691	360,418		112,336	76.24%
CAPITAL IMPROVEMENTS 2017	6,839,120	383,977	7,324,881		(485,761)	107.10%
CAPITAL IMPROVEMENTS 2018	6,430,880		164,950	321,156	5,944,774	2.41%
WORKING CASH	12,000				12,000	0.00%
TORT	233,325	(14,006)	224,902	60,707	(52,284)	96.39%
TOTAL	**47,522,129**	**2,522,725**	**34,631,971**	**995,019**	**11,895,139**	72.88%

FUND BALANCE	JULY 1 EQUITY	YEAR-TO-DATE RECEIPTS	YEAR-TO-DATE EXPENDITURES	CURRENT ENCUMBERED	OTHER ACTIVITY	CURRENT EQUITY
EDUCATIONAL	11,475,857	13,605,683	19,075,369	254,913		5,751,258
OPERATIONS & MAINTENANCE	2,319,500	1,625,668	2,091,609	109,927		1,743,633
DEBT SERVICES	2,928,417	1,319,951	4,012,479			235,889
TRANSPORTATION	887,019	734,494	1,057,687	248,316		315,511
MUNICIPAL RETIREMENT	251,583	240,594	319,676			172,501
SOCIAL SECURITY/MEDICARE	162,424	235,182	360,418			37,187
CAP IMPROVEMENTS 2017	6,969,631	46,018	7,324,881			(309,232)
CAPITAL IMPROVEMENTS 2018	271,606	30,532,141	164,950	321,156		30,317,642
WORKING CASH	2,069,448	13,724	-			2,083,172
TORT	314,077	101,678	224,902	60,707		130,146
TOTAL	**27,649,562**	**48,455,133**	**34,631,971**	**995,019**		**40,477,706**

COMMUNITY HIGH SCHOOL DISTRICT 94
STATEMENT OF REVENUE AND EXPENDITURES
YTD ENDING
March 31, 2019

DISTRICT 94 REVENUE & EXPENDITURE REPORT

March 31, 2019

FUND	**EDUCATION**	**O & M**	**DEBT SVC**	**TRANSP**	**IMRF**	**SSM**	**ALL CAP IMPRV**	**WRK CASH**	**TORT**	**TOTAL ALL**
BEGINNING FUND BALANCE	**$ 11,475,857**	**$ 2,319,500**	**$ 2,928,417**	**$ 887,019**	**$ 251,583**	**$162,424**	**$ 7,241,237**	**$ 2,069,448**	**$ 314,077**	**$ 27,649,562**
REVENUE BUDGET	**$ 25,532,429**	**$ 3,245,040**	**$ 2,743,931**	**$ 1,577,945**	**$ 503,046**	**$482,075**	**$29,003,000**	**$ 12,000**	**$ 243,673**	**$ 63,343,139**
RECEIPTS										
1. CORPORATE P. P. REPLACEMENT TAX	$ 237,506	$ 22,777		$ 15,796	$ 35,941	$ 43,118	$ 134,615		$ 22,453	512,206
2. SUMMER PROGRAM FEES	29,928									29,928
3. EARNINGS ON TAXES/ INVESTMENTS	138,389	24,640	20,301	10,600	3,308	2,345	18	13,724	1,540	214,865
4. BOND PRINCIPAL AND INTEREST 2017/2018			1,458				30,415,423			30,416,881
5. PUPIL & COMMUNITY SERVICES	719,368									719,368
6. FACILITY RENTALS		20,321								20,321
7. IMPACT FEES/P.U.D/LAND CASH DONATE							28,103			28,103
8. EVIDENCE BASED FUNDING (EBF)	2,657,114									2,657,114
9. STATE/ CATEGORICAL AID /GRANTS FY18	250,255			290,869						541,124
10. ARRA AID/ARRA FEDERAL FUNDING										-
11. FEDERAL AID/GRANTS FY18 LATE PMTS	719,720									719,720
12. PROPERTY TAXES - ED. FUND-TORT	8,706,955	1,557,379	1,298,192	416,429	201,344	189,718			77,685	12,447,703
13. PROPERTY TAXES - SPEC'L EDUCATION	114,148									114,148
14. PERMANENT TRANSFER OF INTEREST/EQ										-
15. CURRENT YEAR LEVY-ADVANCED TAXES										-
16. FLOW-THRU/VENDOR REVENUE/MISC REV	32,301	551		800						33,653
TOTAL REVENUE REALIZED	$ 13,605,683	$ 1,625,668	$ 1,319,951	$ 734,494	$ 240,594	$ 235,182	$ 30,578,159	$ 13,724	$ 101,678	$ 48,455,133
PERCENT REVENUE REALIZED (Actual/Budget)	*53.29%*	*50.10%*	*48.10%*	*46.55%*	*47.83%*	*48.79%*	*105.43%*	*114.37%*	*41.73%*	*76.50%*
EXPENDITURE BUDGET	**$ 25,508,483**	**$ 3,244,652**	**$ 2,737,500**	**$ 1,563,000**	**$ 480,415**	**$472,754**	**$13,270,000**	**$ 12,000**	**$ 233,325**	**$ 47,522,129**
DISBURSEMENTS										
1. SALARIES	$ 11,608,068	$ 871,337					$ 79,204			12,558,609.38
2. BENEFITS	2,941,203	163,278					10,447			3,114,927
3. EMPLOYER IMRF					319,676					319,676
4. EMPLOYER FICA						186,853				186,853
5. EMPLOYER MEDICARE						173,565				173,565
6. PURCHASED SERVICES/CONTRACTS REG	1,823,046	239,409		332,073			164,950			2,559,479
7. PURCHASED SERVICES/MINI BUSSES										-
8. PURCHASED SERVICES/SPECIAL ED				626,597						626,597
9. PURCHASED SERVICES/TCD				39,830						39,830
10. FUEL ADJ/EARLY DISMISSAL/FIELD TRIP				59,187						59,187
12 UNEMPLOYMENT INSURANCE									3,957	3,957
13.SCHOOL BOND FINANCIAL SERVICES										-
14. TREASURER BOND									11,265	11,265
15. WORKERS COMPENSATION									111,056	111,056
16. GENERAL LIABILITY INSURANCE									97,302	97,302
17. STUDENT ACCIDENT INSURANCE									1,322	1,322
18. UTILITIES		618,659								618,659
19. SUPPLIES & MATERIALS	353,085	150,571								503,656
20. TAX PAYMENTS										-
21. CAPITAL/NON-CAPITAL EQUIPMENT/FURN	462,345	7,504								469,849
22. CAPITAL CONTRACTS/ IMPROVEMENTS		40,852					7,235,230			7,276,082
23 CAPITAL LEASE EXPENSE										-
24 BOND INTEREST EXPENSE			660,504							660,504
25. DUES, FEES AND INVESTMENT COSTS	83,068		1,975							85,043
26. REDEMPTION OF PRINCIPAL			3,350,000							3,350,000
27. PERMANENT TRANSFERS - INTEREST/EQ										-
28 TUITION & SPEC ED COST/(TUITION RFND)	1,803,354									1,803,354
29 RETIREMENT BENEFITS/OTHER	1,200									1,200
TOTAL EXPENDITURES DISBURSED	$ 19,075,369	$ 2,091,609	$ 4,012,479	$ 1,057,687	$ 319,676	$ 360,418	$ 7,489,831	$ -	$ 224,902	$ 34,631,971
Encumbered Expenditures	$ 254,913	$ 109,927		$ 248,316			$ 321,156		$ 60,707	$ 995,019
PERCENT DISBURSED PLUS ENCUMBERED(Total/Budget)	*74.78%*	*67.85%*	*146.57%*	*83.56%*	*66.54%*	*76.24%*	*58.86%*	*0.00%*	*122.41%*	*74.97%*
EXCESS OF REVENUE/(EXPENDITURES)	**$ (5,469,686)**	**$ (465,941)**	**$(2,692,529)**	**$ (323,193)**	**$ (79,082)**	**(125,236)**	**$23,088,329**	**$ 13,724**	**$ (123,224)**	**$ 13,823,161**
ENDING FUND BALANCE *	**$ 5,751,258**	**$ 1,743,633**	**$ 235,889**	**$ 315,511**	**$ 172,501**	**$ 37,187**	**$30,008,410**	**$ 2,083,172**	**$ 130,146**	**$ 40,477,706**
FUND	**EDUCATION**	**O & M**	**DEBT SVC**	**TRANSP**	**IMRF**	**SSM**	**ALL CAP IMPRV**	**WRK CSH**	**TORT**	**TOTAL ALL**

3 YEAR BUDGET/ACTUAL TOTAL

SUMMARY OF AMENDED CURRENT YEAR BUDGET

March 31, 2019

DEPARTMENT/SUMMARY	FUND	#	DEPT	16 ACTUAL	17 ACTUAL	18 BUDGET	18 ACTUAL	% CHANGE	19 BUDGET	% CHANGE	19 ACTUAL	YTD %
GENERAL H.S.	10	1	TTL	147,432	126,695	369,100	116,151	-65.67%	491,000	-322.72%	135,066	27.51%
HMBD TUTORS	10	2	TTL	36,002	37,400	37,200	41,222	0.54%	52,200	-26.63%	28,579	54.75%
ART	10	3	TTL	233,574	252,079	266,212	249,992	-5.31%	241,839	3.26%	178,305	73.73%
SCIENCE	10	4	TTL	1,261,501	1,288,187	1,357,256	1,374,937	-5.09%	1,419,781	-3.26%	1,033,799	72.81%
DRIVER'S ED	10	5	TTL	146,878	153,727	164,058	256,757	-6.30%	345,704	-34.64%	264,701	76.57%
ENGLISH	10	6	TTL	1,569,209	1,552,387	1,551,974	1,614,499	0.03%	1,592,063	1.39%	1,158,267	72.75%
FOREIGN LANG	10	7	TTL	657,811	633,862	632,591	689,929	0.20%	797,308	-15.56%	593,953	74.49%
HEALTH ED	10	8	TTL	962	1,688	2,625	160	-35.71%	3,125	-1849.83%	424	13.57%
MATHEMATICS	10	9	TTL	1,492,933	1,537,793	1,549,868	1,611,821	-0.78%	1,617,421	-0.35%	1,203,297	74.40%
MUSIC	10	10	TTL	234,840	239,732	262,361	265,098	-8.63%	303,007	-14.30%	206,261	68.07%
MUSIC INITIATIVE	10	10	TTL	-	24,999	-	4,475	-100.00%	3,000	32.96%	536	0.00%
PHYSICAL DEV	10	11	TTL	1,212,245	1,227,552	1,195,294	1,094,134	2.70%	984,800	9.99%	727,714	73.89%
SOC STUDIES	10	13	TTL	1,417,983	1,465,961	1,518,400	1,588,194	-3.45%	1,517,236	4.47%	1,168,005	76.98%
TECHNOLOGY	10	14	TTL	814,149	903,063	983,566	1,046,174	-8.18%	1,321,795	-26.35%	723,697	54.75%
MCCORMICK DEMOC	10	16	TTL	0	-	-	455	-100.00%	-	100.00%	2,121	0.00%
DEV LEARNING	10	22	TTL	4,023,729	4,122,903	4,105,257	4,411,264	0.43%	4,767,970	-8.09%	4,059,164	85.13%
ADULT ED - LOCAL	10	28	TTL	-	-	10,000	-	-100.00%	-	0.00%	-	0.00%
SUMR ADLT ED	10	29	TTL	3,960	6,457	6,650	19,451	-2.91%	-	100.00%	-	0.00%
BUSINESS ED	10	30	TTL	543,543	484,521	479,041	533,641	1.14%	567,425	-6.33%	418,836	73.81%
FACS	10	32	TTL	268,654	257,571	169,162	232,520	52.26%	234,493	-0.85%	170,667	72.78%
IND ARTS-TECH ED	10	34	TTL	134,984	133,908	124,944	88,590	7.17%	89,224	-0.72%	65,591	73.51%
B T I	10	35	TTL	153	-	150	-	-100.00%	150	100.00%	-	0.00%
PHOTOGRAPHY	10	36	TTL	-	-	-	-	-	-	-	-	0.00%
SUMMER SCH/R	10	40	TTL	106,534	67,248	72,300	96,555	-6.99%	87,300	9.58%	29,736	34.06%
SUMMER SPORTS CA	10	41	TTL	44,600	47,564	45,000	41,986	5.70%	45,000	-7.18%	30,968	68.82%
BILINGUAL	10	45	TTL	541,136	492,596	512,430	509,750	-3.87%	615,325	-20.71%	446,081	72.50%
SOCIAL WORKE	10	50	TTL	210,863	201,735	205,872	207,852	-2.01%	256,412	-23.36%	172,430	67.25%
GUIDANCE DEP	10	51	TTL	634,252	683,429	697,170	716,774	-1.97%	705,382	1.59%	542,078	76.85%
SCHOOL NURSE	10	52	TTL	173,991	175,876	180,335	180,777	-2.47%	186,179	-2.99%	136,548	73.34%
PSYC SERVICE	10	53	TTL	161,158	170,537	164,062	152,128	3.95%	168,532	-10.78%	124,882	74.10%
AVID PROGRAM	10	54	TTL	156,091	186,780	202,075	200,799	-7.57%	221,402	-10.26%	157,071	70.94%
SPEECH PATH/AUDIC	10	55	TTL	62,717	64,303	66,123	67,746	-2.75%	58,012	14.37%	44,493	76.70%
LEARNING RES	10	61	TTL	272,085	248,928	259,020	257,054	-3.90%	271,005	-5.43%	202,325	74.66%
STAFF & CURR DEV	10	62	TTL	239,438	264,787	274,614	188,004	-3.58%	214,124	-13.89%	136,177	63.60%
UTTERBACK DONATI	10	64	TTL	21,489	2,735	-	-	-	-	-	-	0.00%
ASST PRINCIPAL	10	69	TTL	1,083,594	1,016,334	1,184,371	1,130,820	-14.19%	1,052,392	6.94%	850,169	80.78%
PRINCIPAL	10	70	TTL	752,324	743,203	721,624	762,607	2.99%	740,284	2.93%	570,386	77.05%
SUPT OFFICE	10	71	TTL	303,749	331,123	346,189	333,761	-4.35%	337,879	-1.23%	252,712	74.79%
DIR OF PRSNL	10	72	TTL	257,225	224,279	249,282	238,422	-10.03%	232,856	2.33%	168,653	72.43%
COMM RELATIONS	10	73	TTL	57,398	59,057	62,925	61,270	-6.15%	100,285	-63.68%	66,232	66.04%
ED FOUNDATIO	10	74	TTL	2,382	1,372	2,500	14,094	-45.12%	2,500	82.26%	500	0.00%
BOARD OF ED	10	75	TTL	158,611	167,319	181,625	223,053	-7.88%	184,125	17.45%	114,378	62.12%
DIR OF BUSIN	10	80	TTL	162,550	145,341	153,104	159,221	-5.07%	143,195	10.07%	127,879	3.93%
CAFETERIA	10	82	TTL	8,153	11,454	50,500	8,861	-77.32%	75,500	-752.03%	5,631	7.46%
EMP BENEFITS	10	83	TTL	19,903	37,545	47,200	8,659	-20.46%	57,261	-561.27%	23,085	40.32%
FISCAL SVCS	10	85	TTL	311,793	294,099	321,437	291,698	-8.50%	300,225	-2.92%	224,621	74.82%
MIS	10	90	TTL	326,143	313,285	341,383	323,476	-8.23%	335,643	-3.76%	225,500	67.18%
PMT OTH DIST	10	97	TTL	423,660	437,969	489,500	803,814	-10.53%	483,253	39.88%	527,964	109.25%

3 YEAR BUDGET/ACTUAL TOTAL

SUMMARY OF AMENDED CURRENT YEAR BUDGET

DEPARTMENT/SUMMARY	FUND	#	DEPT	16 ACTUAL	17 ACTUAL	18 BUDGET	18 ACTUAL	% CHANGE	19 BUDGET	% CHANGE	19 ACTUAL	YTD %
ATH/INTERSCH	10	100	TTL	839,814	830,543	826,324	825,828	0.51%	897,640	-8.70%	678,806	75.62%
AQUATICS	10	102	TTL	-	-	-	-	-	-	-	-	0.00%
INTERSCHOLAS	10	104	TTL	252,749	227,398	251,825	220,492	-9.70%	270,825	-22.83%	197,329	72.86%
ADULT ED - STATE	10	902	TTL	800	92,565	92,565	97,580	0.00%	-	100.00%	-	0.00%
CTEIG	10	903	TTL	45,731	46,226	46,226	46,167	0.00%	-	100.00%	42,887	0.00%
BILING TBE	10	904	TTL	97,819	106,798	106,795	119,453	0.00%	111,400	6.74%	90,475	81.22%
A E & L	10	905	TTL	3,367	29,996	29,996	32,200	0.00%	-	100.00%	-	0.00%
C PERKINS	10	906	TTL	31,319	38,995	37,700	28,735	3.44%	40,000	-39.20%	16,774	41.94%
TITLE 1-LOW	10	908	TTL	340,496	357,360	355,319	309,374	0.57%	357,100	-15.43%	242,264	67.84%
TITLE IVA - SSAE	10	913	TTL	-	-	-	-	0.00%	-	0.00%	16,424	100.00%
ISLG GRANT	10	925	TTL	1,476	1,177	1,500	1,275	-21.57%	1,500	-17.62%	1,526	101.70%
MEDICAID DIRECT D\	10	929	TTL	42,480	72,148	50,000	65,784	44.30%	50,000	23.99%	112,013	224.03%
IDEA 94-142 FLOW-TH	10	930	TTL	395,255	462,861	462,861	402,398	0.00%	483,660	-20.19%	309,885	64.07%
ADM OUTREACH	10	931	TTL	27,778	20,173	20,173	15,066	0.00%	15,000	0.44%	6,428	42.86%
TEACHER QUALITY	10	932	TTL	10,608	27,836	29,977	53,514	-7.14%	42,999	19.65%	16,090	37.42%
FED ADULT ED	10	944	TTL	72,539	77,550	77,550	150	0.00%	-	100.00%	-	0.00%
LEARN SERVE	10	945	TTL	-	-	-	-	-	-	-	-	0.00%
EL/CIVICS	10	946	TTL	-	-	-	-	-	-	-	-	0.00%
LIPLEPS	10	950	TTL	19,971	11,746	11,746	23,526	0.00%	11,747	50.07%	22,512	191.64%
BILINGUAL - IEP	10	951	TTL	3,015.10	3,539	3,000	7,267	17.96%	3,000	58.72%	2,475	82.50%
O&M FUND	20	0	TTL	2,805,202	3,610,425	3,257,840	3,031,551	10.82%	3,244,652	-7.03%	2,091,609	64.46%
DEBT SVC FND	30	0	TTL	3,050,130	2,742,875	2,737,500	3,014,697	0.20%	2,737,500	9.19%	4,012,479	146.57%
TRANSPORTATION	40	0	TTL	1,271,828	1,291,882	1,432,750	1,258,373	-9.83%	1,483,000	-17.85%	1,005,965	67.83%
SCIENCE	40	4	TTL	(9)	(487)	-	441	100.00%	-	100.00%	(363)	0.00%
ENGLISH	40	6	TTL	-	(505)	-	-	-	-	-	-	0.00%
FOREIGN EXCH	40	7	TTL	135	623	-	452	100.00%	-	100.00%	(300)	0.00%
MUSIC	40	10	TTL	308	-	-	-	-	-	-	-	0.00%
PHYSICAL DEV	40	11	TTL	-	-	-	-	-	-	-	-	0.00%
SOCIAL STUDIES	40	13	TTL	(1)	(122)	-	185	100.00%	-	100.00%	(60)	0.00%
SPECIAL ED	40	22	TTL	-	-	-	-	-	-	-	-	0.00%
BUSINESS ED	40	30	TTL	(105)	-	-	-	-	-	-	-	0.00%
FACS	40	32	TTL	181	-	-	-	-	-	-	-	0.00%
PHOTOGRAPHY	40	36	TTL	-	-	-	-	-	-	-	-	0.00%
ATH/INTERSCH	40	100	TTL	73,381	60,270	80,000	72,096	-24.66%	80,000	-10.96%	52,045	65.06%
PEP BUS	40	104	TTL	2,555	6,714	-	400	100.00%	-	100.00%	400	0.00%
IMRF	50	0	TTL	463,758	468,364	493,516	459,570	-5.10%	480,415	-4.54%	319,676	66.54%
SOC SEC & MEDCAR	51	0	TTL	462,637	474,178	466,573	480,820	1.63%	472,754	1.68%	360,418	76.24%
CAP PROJ 2017	60	0	TTL	2,966,525	5,165,980	8,000,000	2,418,179	-35.43%	6,839,120	-182.82%	7,324,881	107.10%
CAP PROJ 2018	65	0	TTL	2,966,525	5,165,980	-	15,449	100.00%	6,430,880	-41526.05%	164,950	0.00%
W/C	70	0	TTL	2,322	4,649	2,500	11,385	85.98%	12,000	-5.41%	-	0.00%
TORT FUND	80	0	TTL	256,821	229,720	267,975	208,214	-14.28%	233,325	-12.06%	224,902	96.39%
		TOTALS		**$ 37,199,790**	**$ 42,466,839**	**$ 40,758,542**	**$ 35,439,265**	**-9.06%**	**$ 47,522,129**	**3.28%**	**$ 34,631,971**	**72.88%**

GRANT REVENUE & EXPENDITURE SUMMARY
MARCH 2019

COMMUNITY HIGH SCHOOL
DISTRICT 94

REVENUE AND EXPENDITURE REPORT
LOCAL, STATE, AND FEDERAL GRANTS
Ending March 31, 2019

Percentage of Fiscal Year:
75.00%

NAME	SOURCE	CODE	DEPT	CURRENT BUDGET	PRIOR YEAR REVENUE	FY 19 REVENUE	EXPENDITURES	ENCUMBERED	BALANCE	% UNREALIZED REVENUE
DuPage Foundation - Music Initiative	Local	199900	10	$ -		$ 3,000	$ 536		$ 2,464	100%
Education Foundation/Leadership Mini	Local	199990	74	$ 2,500		$ 7,757	$ 500	$ 6,789	$ 468	100%
C.T.E.I.G. Vocational Programs	State	322000	903	$ -		$ 42,887	$ 42,887		$ -	0%
Bilingual T.B.E./T.P.I.	State	330500	924/904	$ 111,400			$ 90,475		$ (90,475)	100%
State Library Grant	State	380000	925	$ 1,500			$ 1,526		$ (1,526)	100%
Title 1 Low Income NCLB	Federal	430000	908	$ 357,100	$ 144,366	$ 115,762	$ 242,264	$ 168	$ (126,670)	68%
Title IVA - SSAE	Federal	440000	913	$ 27,943			$ 16,424		$ (16,424)	100%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	$ 483,660	$ 24,249	$ 213,885	$ 309,885	$ 2,723	$ (98,723)	56%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	$ 40,000		$ 10,718	$ 16,774	$ 3,449	$ (9,505)	73%
Medicaid Direct Service Costs **	Federal	490000	929	$ 50,000	$ 59,383	$ 28,839	$ 112,013		$ (83,174)	42%
Medicaid Administrative Outreach **	Federal	490000	931	$ 15,000	$ 5,749	$ 11,716	$ 6,428	$ 1,269	$ 4,019	22%
Bilingual - IEP	Federal	490500	951	$ 3,000	$ 6,004	$ 2,475	$ 2,475		$ -	18%
Title III LIPLEPS	Federal	490900	950	$ 11,746	$ 16,054	$ 6,584	$ 22,512		$ (15,928)	44%
Title II A Teacher Quality NCLB	Federal	493200	932	$ 43,001	$ 29,840	$ 6,691	$ 16,090	$ 7,425	$ (16,824)	84%
TOTAL				**$ 1,146,849**	**$ 285,645**	**$ 450,314**	**$ 880,788**	**$ 21,822**	**$ (452,296)**	**60.7%**

Amended Revenue activity may occur throughout FY18/19 impacting expenditure activity
** Special Ed Grants

COMMUNITY HIGH SCHOOL
DISTRICT 94
LOCAL, STATE, FEDERAL GRANTS
Ending March 31, 2019

March 2019

Percent of Fiscal Year
75.00%

GRANT REVENUE

NAME	SOURCE	CODE	DEPT	GRANT BUDGET	PRIOR YR REVENUE	FY19 REVENUE	$ UNREALIZED	% UNREALIZED	% REALIZED
DuPage Foundation - Music Initiative	Local	199900	10	$ -		$ 3,000	**$ -**	0%	0%
Education Foundation/Leadership Mi	Local	199990	74	$ 2,500		$ 7,757	**$ (5,257)**	-210%	310%
C.T.E.I.G. Vocational Programs	State	322000	903	$ -		$ 42,887	**$ (42,887)**	0%	0%
Bilingual T.B.E./T.P.I.	State	330500	924/904	$ 111,400			**$ 111,400**	100%	0%
State Library Grant	State	380000	925	$ 1,500			**$ 1,500**	100%	0%
Title 1 Low Income NCLB	Federal	430000	908	$ 357,100	$ 144,366	$ 115,762	**$ 241,338**	68%	32%
Title I IVA SSAE	Federal	440000	913	$ 27,943			**$ 27,943**	100%	0%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	$ 483,660	$ 24,249	$ 213,885	**$ 269,775**	56%	44%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	$ 40,000		$ 10,718	**$ 29,282**	73%	27%
Medicaid Direct Service Costs **	Federal	490000	929	$ 50,000	$ 59,383	$ 28,839	**$ 21,161**	42%	58%
Medicaid Administrative Outreach **	Federal	490000	931	$ 15,000	$ 5,749	$ 11,716	**$ 3,284**	22%	78%
Bilingual IEP	Federal	490500	951	$ 3,000	$ 6,004	$ 2,475	**$ -**	0%	0%
Title III LIPLEPS	Federal	490900	950	$ 11,746	$ 16,054	$ 6,584	**$ 5,162**	44%	56%
Title II A Teacher Quality NCLB	Federal	493200	932	$ 43,001	$ 29,840	$ 6,691	**$ 36,310**	84%	16%
TOTAL				**$ 1,146,849**	**$ 285,645**	**$ 450,314**	**$ 696,535**	**60.7%**	**39.3%**

Amended Revenue activity may occur throughout FY18/19 impacting expenditure activity

GRANT EXPENDITURES

NAME	SOURCE	CODE	DEPT	GRANT BUDGET	EXPENDITURE	ENCUMBERED	BUDGET BALANCE	% UNENCUMBERED	% ENCUMBERED
DuPage Foundation - Music Initiative	Local	199900	10	$ -	536		$ (536)	0%	0%
Education Foundation/Leadership Mi	Local	199990	74/918	$ 2,500	500	$ 6,789	$ (4,789)	-192%	292%
C.T.E.I.G. Vocational Programs	State	322000	903	$ -	42,887		$ (42,887)	0%	0%
Bilingual T.B.E./T.P.I.	State	330500	924/904	$ 111,400	90,475		$ 20,925	19%	81%
State Library Grant	State	380000	925	$ 1,500	1,526		$ (26)	-2%	102%
Title 1 Low Income NCLB	Federal	430000	908	$ 357,100	242,264	$ 168	$ 114,668	32%	68%
Title IVA SSAE	Federal	440000	913	$ 27,943	16,424		$ 11,519	41%	59%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	$ 483,660	309,885	$ 2,723	$ 171,052	35%	65%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	$ 40,000	16,774	$ 3,449	$ 19,777	49%	51%
Medicaid Direct Service Costs **	Federal	490000	929	$ 50,000	112,013		$ (62,013)	-124%	224%
Medicaid Administrative Outreach **	Federal	490000	931	$ 15,000	6,428	$ 1,269	$ 7,303	49%	51%
Bilingual IEP	Federal	490500	951	$ 3,000	2,475		$ 525	0%	0%
Title III LIPLEPS	Federal	490900	950	$ 11,746	22,512		$ (10,766)	-92%	192%
Title II A Teacher Quality NCLB	Federal	493200	932	$ 43,001	16,090	$ 7,425	$ 19,486	45%	55%
TOTAL				**$ 1,146,849**	**$ 880,788**	**$ 21,822**	**$ 244,238**	**21%**	**79%**

** Special Ed Grants

COMMUNITY HIGH SCHOOL
DISTRICT 94
PETTY CASH FUND
MARCH 31, 2019

This listing represents payments from the High School Cash Fund for March 31, 2019. Reimbursement for the following paid from this fund is hereby requested from the Board of Education of Community High School District 94, West Chicago, Illinois at its regular meeting on April 16, 2019.

DATE PAID	PAID TO	FOR	AMOUNT
Mar 06, 2019	Lynn Boothe	Postage	$11.30
Mar 15, 2019	Baltazar Padilla	Postage	23.44
		Grand Total	**$ 34.74**

Director of Business Services

April 11, 2019
Date

LOC	LOC	March 2018-19 Beginning Balance	March 2018-19 Debits	March 2018-19 Credits	March 2018-19 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
505	CHESS	1,607.18CR				1,607.18CR
506	SPED RECYC/SHRD	1,224.39CR				1,224.39CR
507	BEST BUDDIES	6,262.16CR		645.46	-645.46	6,907.62CR
508	CRTE ENT	541.24CR				541.24CR
511	ART COLLECTION	111.08CR				111.08CR
513	INTL CLUB	1,914.18CR	23.96		23.96	1,890.22CR
514	CHRONICLE	300.11CR	0.20	900.00	-899.80	1,199.91CR
515	CHEERLEADING	2,590.75CR				2,590.75CR
516	DANCE PROD	1,560.56CR				1,560.56CR
517	SPEECH	1,388.76CR	719.50	719.50		1,388.76CR
518	FBLA	1,312.21CR	0.74		0.74	1,311.47CR
520	GERMAN CLUB	174.74CR				174.74CR
521	FICA-SKILLS	2,373.44CR	519.80		519.80	1,853.64CR
523	MATH TEAM	55.57CR				55.57CR
524	HORTICULTURE	3,863.01CR				3,863.01CR
526	PEP CLUB	1,141.12CR				1,141.12CR
527	POMS	2,912.98CR		975.00	-975.00	3,887.98CR
528	SNOWBALL	3,591.41CR	598.25	360.00	238.25	3,353.16CR
529	SADD	1,662.78CR				1,662.78CR
530	EXCHANGE	4,957.25CR	526.26	935.50	-409.24	5,366.49CR
531	SPANISH CLUB	2,033.59CR				2,033.59CR
533	STUDENT COUNCIL	11,527.04CR	3,742.87		3,742.87	7,784.17CR
534	SUNDRY	1,651.40CR				1,651.40CR
535	THESPIANS	6,705.42CR	1,342.72	3,587.00	-2,244.28	8,949.70CR
536	VOCATIONAL SIGN	1,836.54CR				1,836.54CR
537	YEARBOOK	3,292.50CR				3,292.50CR
538	BAND-JAZZ	5,489.79CR				5,489.79CR
539	CHORAL-CHOIR	7,487.42CR	0.37		0.37	7,487.05CR
540	ORCHESTRA	8,303.61CR	287.40		287.40	8,016.21CR
541	INTERACT CLUB	3,887.13CR				3,887.13CR
542	ANL	2,013.73CR				2,013.73CR
543	WEGO CARES	939.97CR				939.97CR
544	SCHOLASTIC BOWL	1,029.79CR				1,029.79CR
545	PHOTGRAPHY	58.01CR				58.01CR
547	NHS	2,226.78CR	364.87	24.00	340.87	1,885.91CR
548	GSA	1,230.25CR	0.37		0.37	1,229.88CR
549	CREATIVE WRITNG	1,110.60CR				1,110.60CR
550	ACTIVE DIR ACCT	1,121.88CR				1,121.88CR

LOC	LOC	March 2018-19 Beginning Balance	March 2018-19 Debits	March 2018-19 Credits	March 2018-19 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
551	TRANSITION CTR	2,810.96CR				2,810.96CR
552	TRI M	434.99CR				434.99CR
553	HAGGERTY FORD	3,682.55CR	858.72		858.72	2,823.83CR
554	OLA'AS	920.32CR	0.37		0.37	919.95CR
555	COMPASS	15.24CR				15.24CR
560	WEGO 2 AFR	32.52CR				32.52CR
561	SLC9 2 AFRICA	2,877.31CR	2.82	700.54	-697.72	3,575.03CR
562	PRESCHOOL	2,056.35CR	1,250.00	625.95	624.05	1,432.30CR
563	Teen Mom	119.87CR				119.87CR
564	HUMANITIES/SSS	5,700.00CR	1,000.00		1,000.00	4,700.00CR
566	ROAR	1,123.37CR	26.99	26.99		1,123.37CR
570	ADAMS EXPRESS	56.42CR				56.42CR
572	SPORTSFEST	2,981.88CR				2,981.88CR
573	TARGET	111.48CR				111.48CR
576	OUT/BD AT RISK	0.57CR				0.57CR
580	LOUIS RANSOM AR	62.00CR		60.00	-60.00	122.00CR
582	STEP PROJECT	250.29CR				250.29CR
583	STEPPERS	2,398.59CR				2,398.59CR
584	GREEN CLUB	1,014.26CR				1,014.26CR
585	FRENCH CLUB	639.17CR				639.17CR
586	LRC BOOK CLUB	155.36CR				155.36CR
587	LIFESMARTS	195.85CR				195.85CR
589	CONSUMER ED	1.84CR				1.84CR
591	TECHNOLOGY	5.50CR				5.50CR
592	HABITAT FOR HUM	25.92CR				25.92CR
600	ATHLETIC TRAINR	1,716.84CR				1,716.84CR
601	BADMINTON	1,769.79CR				1,769.79CR
602	BASEBALL	10,891.67CR				10,891.67CR
603	BOY'S BB	5,091.13CR				5,091.13CR
604	BOY'S CROSS CTY	147.17CR				147.17CR
605	BOY'S SOCCER	664.59CR				664.59CR
606	BOY'S TENNIS	375.78CR				375.78CR
607	BOY'S TRACK	2,062.92CR	20.00	2,220.00	-2,200.00	4,262.92CR
608	GIRL'S FDR BB	398.11CR				398.11CR
609	FOOTBALL	1,599.07CR		320.00	-320.00	1,919.07CR
610	GIRL'S BASKETBL	783.06CR	475.00		475.00	308.06CR
611	GIRL'S CROSS CT	899.08CR		277.10	-277.10	1,176.18CR
612	GIRL'S SOCCER	869.92CR				869.92CR

LOC	LOC	March 2018-19 Beginning Balance	March 2018-19 Debits	March 2018-19 Credits	March 2018-19 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
613	GIRL'S TENNIS	2,516.43CR	0.37		0.37	2,516.06CR
614	GIRL'S TRACK	1,589.69CR				1,589.69CR
615	BOYS GOLF	1,581.54CR				1,581.54CR
616	MUSIC	4,438.04CR	120.37	2,553.75	-2,433.38	6,871.42CR
617	SOFTBALL	4,248.87CR	6,151.83	5,604.69	547.14	3,701.73CR
618	BOYS SWIM TEAM	953.27CR	927.00	100.00	827.00	126.27CR
619	GIRLS V-BALL	2,045.14CR				2,045.14CR
620	GIRL'S FDR VB	619.97CR				619.97CR
621	WRESTLING	2,505.53CR	321.66		321.66	2,183.87CR
622	ATHLETIC DIR	66.85CR				66.85CR
623	GIRLS SWIM TEAM	180.49CR				180.49CR
624	GIRLS GOLF	1,378.81CR				1,378.81CR
625	BOYS V-BALL	1,371.12CR		288.59	-288.59	1,659.71CR
---	*STUDENT ACTIVI	179,927.86CR	19,282.44	20,924.07	-1,641.63	181,569.49CR
	Grand Equity To	179,927.86CR	19,282.44	20,924.07	-1,641.63	181,569.49CR

Number of Accounts: 89

********** End of report **********

Community High School District 94

Vendor List Update

March 31, 2019

Dollamur Sport Surfaces

Van Sant Enterprises

David Blatchley

David Blatchley, Director of Business Services

4-11-19

Date

ISDLAF+ Monthly Statement

Statement for the Account of:
Board of Education, C.H.S.D. #94

(10242-101) INVESTED FUNDS

Statement Period
Mar 1, 2019 to Mar 31, 2019

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY	LIQ	MAX
Beginning Balance	**$614,775.45**	**$18.21**
Dividends	$1,500.89	$652.28
Credits	$2,329,322.17	$1,494,097.62
Checks Paid	$0.00	$0.00
Other Debits	($2,944,097.62)	$0.00
Ending Balance	**$1,500.89**	**$1,494,768.11**
Average Monthly Rate	2.21%	2.28%

TOTAL LIQ AND MAX	**$1,496,269.00**
TOTAL FIXED INCOME	**$9,670,537.24**
ACCOUNT TOTAL	**$11,166,806.24**

Board of Education, C.H.S.D. #94
DOUGLAS DOMERACKI
326 JOLIET STREET
WEST CHICAGO, IL 60185-3142

ILLINOIS SCHOOL DISTRICT
LIQUID ASSET FUND PLUS

ISDLAF+ Monthly Statement

Statement for the Account of:
Board of Education, C.H.S.D. #94

(10242-202) SITE & CONSTRUCTION II

Statement Period
Mar 1, 2019 to Mar 31, 2019

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY	LIQ	MAX
Beginning Balance	**$0.00**	**$0.00**
Dividends	$0.00	$0.00
Credits	$0.00	$0.00
Checks Paid	$0.00	$0.00
Other Debits	$0.00	$0.00
Ending Balance	**$0.00**	**$0.00**
Average Monthly Rate	2.21%	2.28%

TOTAL LIQ AND MAX	**$0.00**
TOTAL FIXED INCOME	**$1,158.88**
ACCOUNT TOTAL	**$1,158.88**

Board of Education, C.H.S.D. #94
DOUGLAS DOMERACKI
326 JOLIET STREET
WEST CHICAGO, IL 60185-3142

ILLINOIS SCHOOL DISTRICT
LIQUID ASSET FUND PLUS

ISDLAF+ Monthly Statement

Statement for the Account of:
Board of Education, C.H.S.D. #94

(10242-203) 2017 BOND PROCEEDS (Municipal Advisory Account)

Statement Period
Mar 1, 2019 to Mar 31, 2019

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY	LIQ	MAX
Beginning Balance	**$0.00**	**$1,041,849.40**
Dividends	$0.00	$1,773.36
Credits	$550,000.00	$0.00
Checks Paid	$0.00	$0.00
Other Debits	($550,000.00)	($550,000.00)
Ending Balance	**$0.00**	**$493,622.76**
Average Monthly Rate	2.21%	2.28%

TOTAL LIQ AND MAX	**$493,622.76**
TOTAL FIXED INCOME	**$0.00**
ACCOUNT TOTAL	**$493,622.76**

Board of Education, C.H.S.D. #94
DOUGLAS DOMERACKI
326 JOLIET STREET
WEST CHICAGO, IL 60185-3142

ILLINOIS SCHOOL DISTRICT
LIQUID ASSET FUND PLUS

ISDLAF+ Monthly Statement

Statement for the Account of:
Board of Education, C.H.S.D. #94

(10242-204) 2018 Bond Proceeds (Municipal Advisory Account)

Statement Period
Mar 1, 2019 to Mar 31, 2019

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY	LIQ	MAX
Beginning Balance	**$0.00**	**$16,115,042.21**
Dividends	$0.00	$31,143.73
Credits	$0.00	$0.00
Checks Paid	$0.00	$0.00
Other Debits	$0.00	$0.00
Ending Balance	**$0.00**	**$16,146,185.94**
Average Monthly Rate	2.21%	2.28%

TOTAL LIQ AND MAX	**$16,146,185.94**
TOTAL FIXED INCOME	**$12,060,484.54**
ACCOUNT TOTAL	**$28,206,670.48**

Board of Education, C.H.S.D. #94
DOUGLAS DOMERACKI
326 JOLIET STREET
WEST CHICAGO, IL 60185-3142

FNBC BANK AND TRUST

600 E Washington Street
West Chicago, IL 60185

Last statement: February 28, 2019
This statement: March 29, 2019
Total days in statement period: 29

0560045336
(0)

00001735-TD06920329xc01050610-1OZ01-000000 0

COMMUNITY HIGH SCHOOL DISTRICT 94
ATTN: CHRIS OLSEN
326 JOLIET ST
WEST CHICAGO IL 60185-3142

Direct inquiries to:
630 231-1800

FNBC Bank and Trust
600 E Washington Street
West Chicago, IL 60185

00001735-001-001

FNBC Public Funds NOW

Account number	0560045336
Low balance	$1,241,023.09
Average balance	$1,241,023.09
Avg collected balance	$1,241,023
Interest paid year to date	$6,555.86

DAILY ACTIVITY

Date	Description	Additions	Subtractions	Balance
02-28	Beginning balance			$1,241,023.09
03-29	' Interest Credit	2,164.31		1,243,187.40
03-29	**Ending totals**	**2,164.31**	**.00**	**$1,243,187.40**

INTEREST INFORMATION

Annual percentage yield earned	2.22%
Interest-bearing days	29
Average balance for APY	$1,241,023.09
Interest earned	$2,164.31

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	$0.00	$0.00
Total Returned Item Fees	$0.00	$0.00

Thank you for banking with FNBC Bank and Trust

00001735-001-001-TD06920329xc01050610-1OZ01-00-0-00001735

W800-403C

Office of Human Resources – Personnel Report
04/16/19 – Board of Education Meeting

NAME	POSITION	DIVISION	EFFECTIVE DATE	FTE	ACTION
COACHING/ACTIVITY SPONSORS RECOMMENDATIONS					
Mark Fitzgerald	Head Coach	Basketball – Girls	11/14/19		Employment
Brian Wheeler	Head Sponsor	Yearbook	05/25/19		Resignation

Approve change in job duties and compensation for the following employees effective August 9, 2019.

Employee	Change from	Change to
Britta Renwick	Clerk - LRC	Dean's Assistant
	Non-Exempt (hourly)	Non-Exempt (hourly)
	$14.39	$15.78

Field Trips, Student Travel and Optional Student Travel Prior Approval Form

Trip Name: ____Edinburgh Fringe Festival Performance_____

Trip Destination: _____London, England and Edinburgh, Scotland_____

Trip Dates: _____July 29/30- August 14, 2020_____

Person/Entity Organizing, Conducting, or Sponsoring Trip: Wego Drama

Distance Between School and Destination:_____3721 miles_____

Rationale for Trip: Wego Drama has been invited again to perform at the world's largest performing arts festival- The Edinburgh Fringe Festival. It is an honor to represent the US, Illinois, and community as we share our Art. Additionally, there are workshops, tours, theatre performances with groups from all over the world. Simply, it is a learning experience of a lifetime for the students and their families. It is a powerful experience for everyone.

All Field Trips, Student Travel, and Optional Student Travel must have the Superintendent or designee's prior approval, except that Field Trips, Student Travel, or Optional Student Travel beyond a 250-mile radius of Community High School must have the prior approval of the Board of Education.

Requests for Field Trips (regardless of the location or duration of the trip) must be submitted for approval at least fourteen (14) days prior to the date of the proposed trip.

Requests for Optional Student Travel within a 250-mile radius of Community High School must be submitted for approval not less than forty-five (45) days before the trip is scheduled to begin.

Requests for Student Travel and Optional Student Travel beyond a 250-mile radius of Community High School must be submitted for approval not less than ninety (90) days before the trip is scheduled to begin.

Teacher Signature	Date	Division Head Signature	Date
Principal Signature	Date	Superintendent Signature	Date

COMMUNITY HIGH SCHOOL DISTRICT 94

EXHIBIT A
DISPOSAL OF PERSONAL PROPERTY-
STUDENT CHROMEBOOKS

The Board of Education of Community High School District 94, DuPage County, Illinois will sell outdated Chromebooks to seniors at the end of the 18-19 and 19-20 academic school years.

Chromebooks will be sold for $10 each, or donated, if there is insufficient interest in sales.

All equipment will be sold as-is.

CHROMEBOOK SPECIFICATIONS

- Acer
- Model C720 and/or Model C740
- 4 GB RAM

Board of Education Policy Manual

Community High School District 94

DuPage County

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

The draft manual is being provided in PDF format for use under the following conditions:

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

April 9, 2019

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

Pending Adoption

COMMUNITY HIGH SCHOOL DISTRICT 94
BOARD OF EDUCATION POLICY MANUAL
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Pending Adoption

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Please refer to cross-references in material listed.

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

School District Organization

School District Legal Status

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

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

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

LEGAL REF.: Ill. Constitution, Art. X, Sec. 1.
105 ILCS 5/10-1 et seq.

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

ADOPTED:

Pending Adoption

School District Organization

District Organization, Operations, and Cooperative Agreements

The District is organized and operates as a Community High School District serving the educational needs of children in grades 9 through 12 and others as required by the School Code.

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

LEGAL REF.: Ill. Constitution, Art. VII, Sec. 10.
5 ILCS 220/1 et seq.

ADOPTED:

Pending Adoption

School District Organization

School District Philosophy

Mission:

West Chicago Community High School strives to promote and provide growth experiences in LEARNING, LEADERSHIP, and LIVING.

Core Values

Learning

Gaining and using knowledge and understanding

- Challenge Through Programs
- Hold High Expectations
- Structure Student Options

Leadership

Giving oneself for the benefit of all

- Contribute to the Common Good of School and Community
- Help Students Participate
- Seek Self-Discipline

Living

Making wholesome choices to honor others and oneself

- Cultivate Diversity
- Honor Others Stress R
- Responsible Student Choices

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

ADOPTED:

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

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

Board of Education

School District Governance

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

Official action by the Board may only occur at a duly called and legally conducted meeting at which a quorum is physically present.

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

LEGAL REF.: 5 ILCS 120/1.02.
105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

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

ADOPTED:

Pending Adoption

Board of Education

Powers and Duties of the Board of Education; Indemnification

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

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, 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 discipline 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. Specifically, each individual Board member must, if an allegation is raised to the member

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during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act'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.

Indemnification

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

LEGAL REF.: 105 ILCS 5/2-3.25d, 5/10, 5/17-1, and 5/27-1.
115 ILCS 5/.
325 ILCS 5/4.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational Board of Education Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

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Board of Education

School District Elections

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

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

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

LEGAL REF.: 10 ILCS 5/1-3, 5/2A, 5/10-9, 5/22-17, 5/22-18, and 5/28.
105 ILCS 5/9 and 5/9-1.5.

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

ADOPTED:

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Board of Education

Board Member Qualifications

A Board of Education member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois, and the District for at least one year immediately preceding the election, and a registered voter. At least one (1) member must be a resident of an unincorporated territory located within the District.

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

The Board may annually appoint a student member to serve in an advisory capacity. The student member shall not have any voting privileges and may not attend executive sessions of the Board.

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

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

ADOPTED:

Pending Adoption

Board of Education

Board Member Term of Office

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

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

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

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

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

ADOPTED:

Pending Adoption

Board of Education

Board Member Removal from Office

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

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

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

ADOPTED:

Pending Adoption

Board of Education

Vacancies on the Board of Education - Filling Vacancies

Vacancy

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

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

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 45 days after it occurred by a public vote at a meeting of the Board.

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

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

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

ADOPTED:

Pending Adoption

Board of Education

Board Member Oath and Conduct

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

> **I**, (*name*), **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Community High School District 94, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.
>
> **I further swear** (or affirm) that:
>
> **I shall respect** taxpayer interests by serving as a faithful protector of the School District's assets;
>
> **I shall encourage** and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;
>
> **I shall recognize** that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;
>
> **I shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;
>
> **As part of the Board of Education**, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;
>
> **I shall foster** with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Community High School District 94;
>
> **I shall assist** in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;
>
> **I shall strive** to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;
>
> **I shall serve** as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Community High School District 94; and
>
> **I shall strive** to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

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

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

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

ADOPTED:

Pending Adoption

Board of Education

Exhibit - Board Member Code of Conduct

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

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

DATED:

Pending Adoption

Board of Education

Board Member Conflict of Interest

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

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

LEGAL REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, and 420/4A-107.
50 ILCS 105/3.
105 ILCS 5/10-9.
2 C.F.R. §200.318(c)(1).

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

ADOPTED:

Pending Adoption

Board of Education

Ethics and Gift Ban

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

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

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

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

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

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

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

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

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

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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.

Definitions

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

Political activity means:

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

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

Prohibited source means any person or entity who:

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

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

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), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED:

Pending Adoption

Board of Education

Qualifications, Term, and Duties of Board Officers

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

President

The Board elects a President from its members for a 2-year term. The duties of the President are to:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments, unless specifically stated otherwise;
3. Attend and observe any Board committee meeting at his or her discretion;
4. Represent the Board on other boards or agencies;
5. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
6. Call special meetings of the Board;
7. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
8. Ensure that a quorum of the Board is physically present at all Board meetings;
9. Administer the oath of office to new Board members; and
10. Serve as the Board's official spokesperson.

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 2-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 2-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;

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5. Act as the local election authority for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

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

Recording Secretary

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

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

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

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a 1-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), 2:210 (Organizational Board of Education Meeting)

ADOPTED:

Pending Adoption

Board of Education

Board Member Development

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

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

Mandatory Board Member Training

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development 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 Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting

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

2. The Board President may request a veteran Board member to mentor a new member.
3. 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 of Education Meetings)

ADOPTED:

Pending Adoption

Board of Education

Board Member Compensation; Expenses

Board Member Compensation Prohibited

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

Roll Call Vote

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

Regulation of School District Expenses

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

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

Exceeding the Maximum Allowable Reimbursement Amount(s)

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

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

Advancements

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

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

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

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

Reimbursements and Purchase Orders

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

Credit and Procurement Cards

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

Standardized Expense Form(s) Required

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

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

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

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

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

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

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

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

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

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

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

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

ADOPTED:

Pending Adoption

Board of Education

Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. Please print and attach receipts for all expenditures. ***Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.*** *Please print.*

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

☐ **Receipts attached** Request Date: _____

☐ **Approved expense advancement (voucher) attached, if applicable*** (*Completed 2:125-E2, Board Member Estimated Expense Approval Form.)*

Actual Expense Report

*** Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)**

Auto Travel Allowance: _____ per mile

Date	Mileage Miles	Mileage Cost	Comm. Travel Expenses	Lodging	Meals Bkfst	Meals Lunch	Meals Dinner	Other Item	Other Cost	Daily Total
Subtotal										
Advances									–	
TOTAL (*a negative amount indicates refund due from Board member*)									**$**	

_____ _____
Submitting Board Member's Signature Date

_____ _____
Superintendent Signature Date

Board of Education Action: ☐ **Approved** ☐ **Denied**
☐ **Approved in Part** ☐ **Exceeds Maximum Allowable Amount**

Pending Adoption

DATED:

Pending Adoption

Board of Education

Exhibit - Board Member Estimated Expense Approval Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. ***Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.*** *Please print.*

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

☐ **Estimated Expenses Approval Requested** (50 ILCS 150/20)

☐ **Purchase Order Requested** Purchase Order #: _____

☐ **Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report

Auto Travel Allowance: _____ per mile

Date	Mileage Miles	Mileage Cost	Comm. Travel Expense	Lodging	Meals Bkfst	Meals Lunch	Meals Dinner	Other Item	Other Cost	Daily Total
Total										**$**

_____ _____
Submitting Board Member's Signature Date

_____ _____
Superintendent Signature Date

Board of Education Action: ☐ **Approved** ☐ **Denied**
☐ **Approved in Part** ☐ **Exceeds Maximum Allowable Amount**

DATED:

Pending Adoption

Board of Education

Board-Superintendent Relationship

The Board of Education employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

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

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

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

CROSS REF.: 3:40 (Superintendent)

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Board of Education

Communications To and From the Board

The Board of Education welcomes communications from staff members, parents, students, and community members. Individuals may submit questions or communications for the Board of Education's consideration to the Superintendent or may use the electronic link to the Board's email address(es) that is posted on the District's website. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the Board of Education, and

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

Board Member Use of Electronic Communications

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

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

LEGAL REF.: 5 ILCS 120/.
50 ILCS 205/20.

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

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Board of Education

Committees

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

Special Board Committees

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

Standing Board Committees

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

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions Committee. This committee, 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.

Committee Primary Focus

4. Education Committee: Curricular, co-curricular, and extracurricular programs of the District.
5. Facilities Committee: Physical assets of the District in the delivery and support of the institution's mission and purpose.
6. Human Resources Committee: Employee recruitment, retention, compensation, evaluation, and professional development.
7. Communications Committee: Internal and external communications, community outreach and engagement.
8. Finance Committee: Fiscal operations of the District including budgeting, reporting, risk management, forecasting, and investments.

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9. Policy Committee: Review, propose, and maintain district policies and review Administrative Procedures to ensure they comply with Board Policy.

The President shall appoint Board members, and Superintendent shall appoint District personnel to serve on standing committees. The Superintendent and President shall be members of each standing committee of which they are not appointed members. A chairperson may be selected by committee members.

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

LEGAL REF.: 5 ILCS 120.
105 ILCS 5/10-20.14 and 5/14-8.05.

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

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Board of Education

Board Attorney

The Board of Education may enter into agreements for legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board of Education in its capacity as the governing body for the School District. The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services. The District will only pay for legal services that are provided in accordance with the agreement for legal services or are otherwise authorized by this policy or a majority of the Board.

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

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to consider the matter.

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

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

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

ADOPTED:

Pending Adoption

Board of Education

Procurement of Architectural, Engineering, and Land Surveying Services

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

LEGAL REF.: Shively v. Belleville Township High School District 201, 769 N.E.2d 1062 (Ill.App.5, 2002), *appeal denied.*
40 U.S.C. §541.
50 ILCS 510/, Local Government Professional Services Selection Act.
105 ILCS 5/10-20.21.

ADOPTED:

Pending Adoption

Board of Education

Types of Board of Education Meetings

General

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

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

Regular Meetings

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

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

Closed Meetings

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act,

Pending Adoption

provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

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

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

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

Pending Adoption

Reconvened or Rescheduled Meetings

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

Special Meetings

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

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

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

Emergency Meetings

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

Posting on the District Website

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

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

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

ADOPTED:

Pending Adoption

Board of Education

Organizational Board of Education Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. At the organizational meeting the following shall occur:

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

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

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

ADOPTED:

Pending Adoption

Board of Education

Board of Education Meeting Procedure

Agenda

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

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

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

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

Voting Method

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

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

Any Board member may request that his or her vote be changed before the President announces the result.

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;

Pending Adoption

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 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 all 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 Treasurer at such times as the Treasurer may require.

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

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

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

Verbatim Record of Closed Meetings

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

Pending Adoption

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*.

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 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.

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 (10th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

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

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

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

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

ADOPTED:

Pending Adoption

Board of Education

Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes

The following procedures govern the verbatim audio recordings and minutes of Board of Education meetings that are closed to the public.

Actor	Action
Before any Board meeting: Superintendent or designee	Arranges to have an audio recording device with extra recording tapes and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled. The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.
Before a closed meeting: Board President or presiding officer	On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) asks that the minutes record the vote of each member present 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 (5 ILCS 120/2a), and (5) adjourns the open meeting.
Before a closed meeting: Superintendent or Board Secretary	Immediately before a closed meeting, tests and activates the audio recording device.
During a closed meeting: Board President or presiding officer	Convenes the closed meeting stating: Seeing a quorum of the Board of Education gathered today, ___ date, at ___o'clock, at ____ location, for the purpose of holding a closed meeting in order to confidentially discuss ___, I call the meeting to order. In order to record who is present, I request that each individual state his or her name and position with the District. Limits discussion to the topics that were included in the motion to go into a closed meeting. The failure to immediately call a person out-of-order who strays from the purposes included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President's failure. Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.

Pending Adoption

Actor	Action
After a closed meeting: Superintendent, Recording Secretary, or Board Secretary	**For Verbatim Recordings:** Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed. Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings. As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings. Upon request of a Board member: 1. Provides access to the verbatim recordings minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: a. The Recording Secretary, b. The Superintendent or designated administrator, or c. Any elected Board member; and 3. Logs the access to the recordings in 2:220-E7, *Access to Closed Meeting Minutes and Verbatim Recordings*. **For Closed Meeting Minutes:** Prepares written closed meeting minutes that include: • The date, time, and place of the closed meeting • The Board members present and absent • A summary of discussion on all matters proposed or discussed • The time the closed meeting was adjourned Upon request of a Board member: 1. Provides access to the closed session minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: a. The Recording Secretary, b. The Superintendent or designated administrator, or c. Any elected Board member; and 3. Logs the access in 2:220-E7, *Access to Closed Meeting Minutes and Verbatim Recordings*.
After a closed meeting: Board of Education	Approves the previous closed meeting minutes at the next open meeting.
In preparation for the semi-annual review:	Prepares a recommendation concerning the continued need for confidential treatment of closed meeting minutes; includes this recommendation in the packet for the meeting in which the Board

Pending Adoption

Actor	Action
Superintendent or designee	will conduct its semi-annual review. This step is in preparation of the Board's meeting to decide whether the need for confidential treatment of specific closed meeting minutes continues to exist. If the Board wants to discuss closed meeting minutes in closed session, places "review of unreleased closed meeting minutes" on a closed meeting agenda. Places "result of Board's review of unreleased closed meeting minutes" as an item on a subsequent open meeting agenda.
In preparation for the semi-annual review: Individual Board members	Before the meeting in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent. Individual Board members should consider: (1) the Superintendent's recommendation, (2) the recommendation of the Board Attorney, (3) other Board members' opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act.
During the semi-annual review: Board of Education	The Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.
After the semi-annual review: Superintendent or designee	Re-labels and re-files closed meeting minutes as appropriate.
Monthly: Board President	Adds "destruction of closed meeting audio recording" as an agenda item to an upcoming open meeting.
Monthly: Board of Education	Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.

LEGAL REF.: 5 ILCS 120/1 et seq.

DATED:

Pending Adoption

Board of Education

Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings (5 ILCS 120/2.06(e)), amended by P.A. 99-515. The following subheads implement the logistics of granting this access.

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the closed meeting minutes: _____

☐ **Access granted**

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name *(Please print)* _____

In the presence of: *(Check appropriate box and insert name on line.)*

- ☐ Recording Secretary _____
- ☐ Superintendent or designated administrator _____
- ☐ Elected Board member _____

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

_____ _____

Requesting Board Member Signature Date

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the verbatim recording: _____

☐ **Access granted**

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name *(Please print)* _____

In the presence of: *(Check appropriate box and insert name on line.)*

- ☐ Recording Secretary _____
- ☐ Superintendent or designated administrator _____
- ☐ Elected Board member _____

Pending Adoption

☐ **Access denied** ☐ **Access unavailable.** Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

_____ _____

Requesting Board Member Signature Date

DATED:

Pending Adoption

Board of Education

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

At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the Board of Education, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. The presentation by any one member of the public shall be limited to five (5) minutes and the total time allotted to public participation shall be limited to thirty (30) minutes.
3. Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
4. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, *Visitors to and Conduct on School Property*.
6. If a group of residents and/or non-residents wishes to speak on the same topic, the President may ask the group to identify a spokesperson to speak on behalf of the group.
7. Personal charges or complaints against individual employees, volunteers or students of the District should not be initiated during a public participation portion of a Board meeting. Such charges or complaints should be presented to the Principal, Superintendent, or a Board member in advance of the meeting, preferably in writing. All such matters will be referred to the Superintendent for investigation and report.

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

LEGAL REF.: 5 ILCS 120/2.06.
105 ILCS 5/10-6 and 5/10-16.

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

ADOPTED:

Pending Adoption

Board of Education

Board Policy Development

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

Policy Development

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

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

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

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

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

Board Policy Review and Monitoring

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

Superintendent Implementation

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

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

Suspension of Policies

The Board, by a super majority vote of five (5) members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract.

Pending Adoption

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

ADOPTED:

Pending Adoption

Board of Education

Access to District Public Records

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

Freedom of Information Officer

The Director of Human Resources shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy.

Definition

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

Requesting Records

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

Responding to Requests

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

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

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

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of

Pending Adoption

FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

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

Fees

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

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

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

Provision of Copies and Access to Records

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

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

Preserving Public Records

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

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

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

ADOPTED:

Pending Adoption

Board of Education

Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
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 (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

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

Pending Adoption

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager 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, Uniform Grievance Procedure.

Investigation

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(s)/guardian(s) 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, (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, (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 of 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, 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.

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.

Pending Adoption

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 of 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, within 30 school business days after receiving the Complaint Manager'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 a 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 the complaint process in 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, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers..

Nondiscrimination Coordinator:

Cheryl Moore, Director of Human Resources
Name
326 Joliet Street, West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

Complaint Managers:

Dave Pater, Director of Student Services	Cheryl Moore, Director of Human Resources
Name	Name
326 Joliet Street, West Chicago, IL 60185	326 Joliet Street, West Chicago, IL 60185
Address	Address
dpater@d94.org	cmoore@d94.org
Email	Email
630/876-6216	630/876-6216
Telephone	Telephone

Pending Adoption

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.
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), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 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), 7:310 (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:

Pending Adoption

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BOARD OF EDUCATION POLICY MANUAL
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Pending Adoption

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

General School Administration

Administrative Responsibilities

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

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

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

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

ADOPTED:

Pending Adoption

General School Administration

Chain of Command

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

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

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

ADOPTED:

Pending Adoption

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District school in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. 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.

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 29.130.

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Administrative Responsibilities)

ADOPTED:

Pending Adoption

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

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

Qualifications

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

Evaluation

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

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

Administrative Work Year

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

Compensation and Benefits

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

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

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

Pending Adoption

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

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED:

Pending Adoption

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs a Building Principal as the chief administrator and instructional leader of the school. The primary responsibility of a Building Principal is the improvement of instruction. The 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. The Building Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for the Principal 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 the Building 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 (Leaves of Absence)

ADOPTED:

Pending Adoption

General School Administration

Succession of Authority

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

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

ADOPTED:

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

Operational Services

Fiscal and Business Management

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

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

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board, August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's School District Budget Form. To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

Preliminary Adoption Procedures

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

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

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

At the public hearing, the proposed budget shall be reviewed, and the public shall be invited to comment, question, or advise the Board.

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements.

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

The Superintendent or designee shall perform each of the following:

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

Pending Adoption

2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

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

Budget Amendments

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

Implementation

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

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

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

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

ADOPTED:

Pending Adoption

Operational Services

Identity Protection

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

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

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

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

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

Pending Adoption

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.
50 ILCS 205/3, Local Records Act.
105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED:

Pending Adoption

Operational Services

Fund Balances

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

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

ADOPTED:

Pending Adoption

Operational Services

Revenue and Investments

Revenue

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

Investments

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

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

Investment Objectives

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

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

Authorized Investments

The Chief Investment Officer may invest District funds in any investment as authorized in 30 ILCS 235/2, and Acts amended thereto.

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

Selection of Depositories, Investment Managers, Dealers, and Brokers

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

Pending Adoption

In order to be an authorized depository, each institution must submit copies of the last 2 sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

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

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

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

Collateral Requirements

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

Safekeeping and Custody Arrangements

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

Controls and Report

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

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

Pending Adoption

information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

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

Ethics and Conflicts of Interest

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

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/.
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

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

ADOPTED:

Pending Adoption

Operational Services

Incurring Debt

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

Bond Issue Obligations

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from gross income for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF. Securities Act of 1933, 15 U.S.C. §77a et seq.
Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.
17 C.F.R. §240.15c2-12.
Bond Authorization Act, 30 ILCS 305/2
Bond Issue Notification Act, 30 ILCS 352/.
Local Government Debt Reform Act, 30 ILCS 350/.
Tax Anticipation Note Act, 50 ILCS 420/.
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

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

ADOPTED:

Pending Adoption

Operational Services

Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks

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

Delinquent Debt Recovery

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

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

ADOPTED:

Pending Adoption

Operational Services

Payment Procedures

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

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

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

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

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

ADOPTED:

Pending Adoption

Operational Services

Use of Credit and Procurement Cards

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

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

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

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Superintendent, may charge no more than $500 in a single purchase and no more than $1000 within a given month without prior authorization from the Superintendent or Chief School Business Official.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

Pending Adoption

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

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

ADOPTED:

Pending Adoption

Operational Services

Purchases and Contracts

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

Contract Approvals

The Board of Education delegated approval and signature authority to the Superintendent, or his/her designee, for contracts that meet each of the following criteria: are in an amount of $5,000 or less; are included in an approved budget; do not exceed one year in length; and do not include automatic renewal provisions. Should any criteria not be met, Board approval is required.

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.

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. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:

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a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) 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 employee who begins providing services in the District after June 16, 2014, 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 Illinois 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 Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

ADOPTED:

Pending Adoption

Operational Services

Resource Conservation

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

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

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

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

ADOPTED:

Pending Adoption

Operational Services

Accounting and Audits

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

Annual Audit

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

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.

Taxable Fringe Benefits

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

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy,

Pending Adoption

State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

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

Internal Controls

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

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

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

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

ADOPTED:

Pending Adoption

Operational Services

Activity Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.

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

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

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

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

ADOPTED:

Pending Adoption

Operational Services

Insurance Management

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

The insurance program shall include each of the following:

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

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, and 5/22-15.
215 ILCS 5/.
750 ILCS 75/.
820 ILCS 305/.

ADOPTED:

Pending Adoption

Operational Services

Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) 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 hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

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

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

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

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and 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.

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

Each contract between the District and a private sector school bus company must require the company to have a pre-trip and post-trip inspection policy to ensure that no passenger is left behind or remains on the vehicle at the end of a route. The policy must require, at a minimum, 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

Pending Adoption

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.: Elementary and Secondary Education Act, 20 U.S.C. §6312(c)(5)(B).
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
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, 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 §440-3.

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)

ADOPTED:

Pending Adoption

Operational Services

Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

The food service programs in participating schools shall comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing the Ill. School Breakfast and Lunch Program Act.

LEGAL REF.: 105 ILCS 125/.
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED:

Pending Adoption

Operational Services

Free and Reduced-Price Food Services

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by State law. The Superintendent shall provide the same information to the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.: 105 ILCS 125/ and 126/.
23 Ill.Admin.Code §305.10 et seq.

ADOPTED:

Pending Adoption

Operational Services

Waiver of Student Fees

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the standard set by annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter, but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall

Pending Adoption

include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.
23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

ADOPTED:

Pending Adoption

Operational Services

Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable Board of Education policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Pending Adoption

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.60 (P.A. 100-163, final citation pending), and 5/17-2.11.
105 ILCS 140/, Green Cleaning Schools Act.
105 ILCS 230/, School Construction Law.
410 ILCS 25/, Environmental Barriers Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED:

Pending Adoption

Operational Services

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. 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/.

The Superintendent shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

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 §350.300(c).
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; 135/; and 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, Toxic Materials Training.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED:

Pending Adoption

Operational Services

Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and to or from school plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement 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.

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

Pending Adoption

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 movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

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.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

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.

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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), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

Pending Adoption

Operational Services

Staff Personal Security and Safety

Safety and Security

Community High School District 94 shall take appropriate measures to assure that all staff works in a secure and safe working environment. All staff members are required to take measures to secure their personal property while on district premises and to report any unsafe or potentially unsafe conditions to their immediate supervisor. The District shall not be responsible for staff personal property loss or damage while on district grounds or accompanying an employee on district business.

ADOPTED:

Pending Adoption

Operational Services

Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

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LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3.
730 ILCS 152/, Sex Offender Community Notification Law.
730 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:

Pending Adoption

COMMUNITY HIGH SCHOOL DISTRICT 94
BOARD OF EDUCATION POLICY MANUAL
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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; 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 Pilot 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 Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Cheryl Moore, Director of Human Resources
Name
157 W. Washington St.,
West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

Complaint Managers:

Dave Pater, Director of Student Services	Cheryl Moore, Director of Human Resources
Name	Name
326 Joliet Street, West Chicago, IL 60185	157 W. Washington St.,

Pending Adoption

	West Chicago, IL 60185
Address	Address
dpater@d94.org	cmoore@d94.org
Email	Email
630/876-6216	630/876-6216
Telephone	Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

Pending Adoption

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
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, implemented by 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, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 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 Protection Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 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; Tobacco Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300, (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED:

Pending Adoption

General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or 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 policy 7:20, *Harassment of Students Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The School 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.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved employees, 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. 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 complaint according to that policy, in addition to any response required by this policy 5:20, Workplace Harassment Prohibited.

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

Pending Adoption

Nondiscrimination Coordinator:

Cheryl Moore, Director of Human Resources
Name
326 Joliet Street, West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

Complaint Managers:

Dave Pater, Director of Student Services	Cheryl Moore, Director of Human Resources
Name	Name
326 Joliet Street, West Chicago, IL 60185	326 Joliet Street, West Chicago, IL 60185
Address	Address
dpater@d94.org	cmoore@d94.org
Email	Email
630/876-6216	630/876-6216
Telephone	Telephone

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator 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. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

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 employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, 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 bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure), and 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/).

Pending Adoption

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 and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 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), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.
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. Sundown Offshore Services, 523 U.S. 75 (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), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

ADOPTED:

Pending Adoption

General Personnel

Exhibit - Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A. 100-554) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report;

THEREFORE, BE IT RESOLVED, by the Board of Education of *[insert name]*, *[insert county]* County, Illinois, as follows:

Section 1: The Board adopts Board policy 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report.

Section 2: Any prior versions of Board policy 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this ____ day of _____, 20___.

Attested by: _____, Board President

Attested by: _____, Board Secretary

Pending Adoption

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80(c) of the School Code.

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, 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 an Immigration and Naturalization Service 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 Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

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:

Pending Adoption

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
3. 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.
4. 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, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a 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, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

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*.

Pending Adoption

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.
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 (Educational Support Personnel - Duties and Qualifications)

ADOPTED:

Pending Adoption

General Personnel

Supervisory Conflict of Interest

In order to avoid any actual or potential conflict of interest or the appearance thereof in the supervision and evaluation of employees, it shall be the policy of District 94 to neither employ a person for, nor assign a current employee to, a position when such employment or assignment will result in a supervisor/subordinate relationship between employees who are close relatives or have a close personal relationship. For the purpose of this policy, "close relative" shall be defined as father, mother, step-parent, brother, sister, step-sibling, spouse, son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, grandparent, aunt, uncle, or first cousin. For purposes of this policy, "close personal relationship" shall be defined as persons living in the same household. In the event current employees whose assignment in District 94 places them in a supervisor/subordinate relationship become close relatives or involved in a close personal relationship, every effort shall be made to change the job assignment of one or more of the employees so that they are no longer in a supervisor/subordinate relationship. When such efforts are problematical or potentially harmful to programs, case by case exceptions should be considered by the Administration and Board.

ADOPTED:

Pending Adoption

General Personnel

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. "Overtime" is time worked in excess of 40 hours in a single workweek. Exempt employees will be compensated on a salaried basis.

Overtime

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

Pending Adoption

LEGAL REF.: 820 ILCS 105/4a.
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions)

ADOPTED:

Pending Adoption

General Personnel

Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Superintendent immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Superintendent concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12101 et seq.; 29 C.F.R. §1630.1 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.
Rehabilitation Act of 1973, 29 U.S.C. §791; 34 C.F.R. §104.1 et seq.
Department of Public Health Act, 20 ILCS 2305/6.
105 ILCS 5/24-5.
Personnel Record Review Act, 820 ILCS 40/.
Control of Communicable Diseases, 77 Ill.Admin.Code Part 690.

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED:

Pending Adoption

General Personnel

Drug- and Alcohol-Free Workplace; Tobacco Prohibition

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being 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. Possession or use of medical cannabis.

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.

As a condition of employment, each employee shall:

1. Abide by the terms of the 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 5 calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
   a. The dangers of drug abuse in the workplace,
   b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
   c. The penalties that the District may impose upon employees for violations of this policy.

Pending Adoption

Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco 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 the meaning provided in section 10-20.5b of the School Code.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board of Education may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of $5,000 or more, the Superintendent shall notify the appropriate 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.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.
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.
Drug-Free Workplace Act, 30 ILCS 580/.
105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

Pending Adoption

General Personnel

Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

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

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the

Pending Adoption

District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

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

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

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

Pending Adoption

Miscellaneous Expenses

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

LEGAL REF.: 50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED:

Pending Adoption

General Personnel

Religious Holidays

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

If an employee certifies to the Human Resources office that two (2) days of personal leave have been or will be used for taking part in religious observances or recognized religious holidays of his/her faith, not otherwise scheduled as school holidays, a third day of personal leave shall be granted.

LEGAL REF.: Religious Freedom Restoration Act, 775 ILCS 35/15.
Illinois Human Rights Act, 775 ILCS 5/2-101 and 5/2-102.

ADOPTED:

Pending Adoption

General Personnel

Court Duty

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least five days' prior notice of pending court duty to the District.

LEGAL REF.: 105 ILCS 5/10-20.7.

ADOPTED:

Pending Adoption

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Illinois 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.

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 report.cybertip.org/ or www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every five years after that date.

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.

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

Pending Adoption

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 of Education Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

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 of Education; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 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:

Pending Adoption

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.

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 9 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 one year 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 5 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. Education for staff instructing students in grades 9 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.
7. 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

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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. 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. 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 8-19-2014 must be certified before their position's start date.
10. 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. 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. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

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*.

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.

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LEGAL REF.: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.
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 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.
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
77 Ill.Admin.Code §527.800.

CROSS REF.: 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)

ADOPTED:

Pending Adoption

General Personnel

Recognition for Service

The Board of Education will periodically recognize those District employees who contribute significantly to the educational programs and welfare of the students.

ADOPTED:

Pending Adoption

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 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; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board of Education 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 when the employee has a real or apparent conflict of interest as defined by 2 C.F.R. §200.318(c)(1). 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*.

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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 and 430/.
50 ILCS 135/.
105 ILCS 5/10-22.39 and 5/22-5.
775 ILCS 5/5A-102.
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)

ADOPTED:

Pending Adoption

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible 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 (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®).

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.

Pending Adoption

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.
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:

Pending Adoption

General Personnel

Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Education meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.: Family Educational and Privacy Rights Act, 20 U.S.C. §1232g.
Uses and Disclosures of Protected Health Information; General Rules, 45 C.F.R. §164.502.
Ill. Freedom of Information Act, 5 ILCS 140/.
Local Records Act, 50 ILCS 205/.
105 ILCS 10/.
Personnel Record Review Act, 820 ILCS 40/.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED:

Pending Adoption

General Personnel

Solicitations By or From Staff

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent or designee.

CROSS REF.: 8:90 (Parent Organizations and Booster Clubs)

ADOPTED:

Pending Adoption

General Personnel

Personnel Records

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by an applicable collective bargaining agreement:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

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.

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.: 745 ILCS 46/10.
820 ILCS 40/.
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

ADOPTED:

Pending Adoption

General Personnel

Copyright

Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and Board of Education policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

Copyright Infringement; Designation of District Digital Millennium Copyright Act (DMCA) Agent

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

District DMCA Agent:

Robert Schmidt
Name
326 Joliet St
Address
West Chicago, IL 60185
Email
(630)876-6557
Telephone

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

ADOPTED:

Pending Adoption

General Personnel

Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The Board of Education's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12102.
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.
Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).
School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED:

Pending Adoption

General Personnel

Family and Medical Leave

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 July 1 and ending June 30 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided by federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, both of the following provisions must describe the employee:

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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 1,250 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.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the 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

Pending Adoption

recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: 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), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED:

Pending Adoption

Professional Personnel

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
   a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
   b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
   c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
   d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.: 20 U.S.C. §6312(e)(1)(A).
105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

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

ADOPTED:

Pending Adoption

Professional Personnel

Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year and Day, Salary, Evaluation

Please refer to the applicable collective bargaining agreement(s).

Duty-Free Lunch

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.

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

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.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a teacher.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-20.60 (P.A. 100-356, final citation pending), 5/14-1.09a, 5/18-8, 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 Certified 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:

Pending Adoption

Professional Personnel

Resignations

Tenured teachers may resign at any time with consent of the Board of Education 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.

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:

Pending Adoption

Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license 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, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

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.

Pending Adoption

LEGAL REF.: 105 ILCS 5/10-20.67 (P.A. 100-596, final citation pending), 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:

Pending Adoption

Professional Personnel

Tutoring for Pay Prohibited

The Board recognizes its responsibility to ensure that students are provided instructional and other school services without charge and that a proper relationship between students and employees is maintained. Therefore, an employee of District 94 may neither charge any District 94 student a fee for any service rendered the student on school premises, or render a service for a fee at any time to a District 94 student who is enrolled in a class or activity taught, coached, or sponsored by the employee.

ADOPTED:

Pending Adoption

Professional Personnel

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board of Education policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

District employees shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED:

Pending Adoption

Professional Personnel

Suspension

Suspension Without Pay

The Board of Education may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)

Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
   a. A suspension with pay; or
   b. A suspension without pay.

Pending Adoption

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430/5-60(b).
105 ILCS 5/24-12.
325 ILCS 5/7.4(c-10).
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).
Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975).
Massie v. East St. Louis Sch. District No.189, 203 Ill.App.3d 965 (5th Dist. 1990).

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED:

Pending Adoption

Professional Personnel

Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Personal Leave, Leave of Absence Without Pay, Leave for Service in the Military

Please refer to the applicable collective bargaining agreement(s).

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 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 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

Sabbatical leave may be granted in accordance with the School Code.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same election day.

Child-Rearing Leave

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 3 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.

Pending Adoption

A teacher must 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. The request should include the proposed leave dates. The leave shall end before a new school year begins or at the semester break.

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.

General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity 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 or Sexual Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual violence, or (2) has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual 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. 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.).

Pending Adoption

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
20 ILCS 1805/30.1 et seq.
820 ILCS 154/.
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.
820 ILCS 147/ and 180/.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves)

ADOPTED:

Pending Adoption

Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach, begin a required internship, or participate in any field experience in the District, the Superintendent or designee shall ensure that:

1. The District performed a *105 ILCS 5/10-21.9(g) Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A *105 ILCS 5/10-21.9(g) Check* shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/10-21.9(g) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. The Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

Pending Adoption

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.
Uniform Conviction Information Act, 20 ILCS 2635/1.
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

ADOPTED:

Pending Adoption

Educational Support Personnel

Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED:

Pending Adoption

Educational Support Personnel

Confidential/Exempt Employee Insurance Program

It shall be the policy of the Board of Education to provide life insurance, long-term disability insurance, and hospital/major-medical insurance to confidential/exempt employees on the same basis as such benefits are provided to members of the West Chicago High School Support Staff Association as delineated in the collective bargaining agreement.

ADOPTED:

Pending Adoption

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board of Education policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.*

Pending Adoption

LEGAL REF.: 34 C.F.R. §§200.58 and 200.59.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill.Admin.Code §§1.630 and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED:

Pending Adoption

Educational Support Personnel

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State and federal law defining the circumstances and procedures for the testing.

LEGAL REF.: 625 ILCS 5/6-106.1 and 5/6-106.1c.
49 U.S.C. §31306, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, P.L. 102-143).
49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers).

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

ADOPTED:

Pending Adoption

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board of Education consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon

Pending Adoption

receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
   a. A suspension with pay; or
   b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 et seq.
105 ILCS 5/10-22.34c and 5/10-23.5.
325 ILCS 5/7.4(c-10).
820 ILCS 105/4a.

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)

ADOPTED:

Pending Adoption

Educational Support Personnel

Schedules and Employment Year

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board of Education policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

Breaks

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday.

Nursing Mothers

The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.
740 ILCS 137/, Right to Breastfeed Act.
820 ILCS 105/, Minimum Wage Law.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED:

Pending Adoption

Educational Support Personnel

Evaluation

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board of Education policies as well as in compliance with State law.

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED:

Pending Adoption

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Full or part-time educational support personnel who work at least 600 hours per year receive 13 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum allowed under IMRF, including the leave of the current year.

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. 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) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a 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, Holidays, Personal Leave

Please refer to the applicable collective bargaining agreement(s).

Employees not covered by this agreement receive vacation, holidays, and personal leave on the same terms and conditions as those covered by the applicable collective bargaining agreement(s).

Pending Adoption

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 Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

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. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Child Bereavement Leave
5. Leave to serve as an election judge.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
820 ILCS 147 and 180/.
820 ILCS 154/.
School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel - Leaves of Absence)

ADOPTED:

Pending Adoption

COMMUNITY HIGH SCHOOL DISTRICT 94
BOARD OF EDUCATION POLICY MANUAL
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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

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Pending Adoption

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

Instruction

Educational Philosophy and Objectives

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Administrative Responsibilities), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

ADOPTED:

Pending Adoption

Instruction

School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Illinois State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and Illinois State Board of Education (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 Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 9 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, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/10-21.3a, and 5/27-1.
23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED:

Pending Adoption

Instruction

School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students 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, 5/10-24.46, 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., 1994), *aff'd by* 57 F.3d 618 (7th Cir., 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

ADOPTED:

Pending Adoption

Instruction

Organization of Instruction

The School District has instructional levels for grades 9 through 12. The Superintendent shall annually present to the Board of Education a plan for organizing instructional levels and assigning them to school facilities in order to:

1. Support the District's educational program,
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

LEGAL REF.: 23 Ill.Admin.Code §1.420.

CROSS REF.: 6:40 (Curriculum Development), 6:170 (Title I Programs), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED:

Pending Adoption

Instruction

Curriculum Development

Adoption

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Single-Gender Classes and Activities

The Superintendent may recommend a program of nonvocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. The Superintendent must periodically evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, and (2) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

Pending Adoption

LEGAL REF.: 34 C.F.R. Part 106.
105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities),7:15 (Student and Family Privacy Rights)

ADOPTED:

Pending Adoption

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and

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*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the 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 the recommendations from the Centers for Disease Control and Prevention (CDC). Choices offered will at least meet the minimum requirements of federal or State rules.

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

Pending Adoption

- 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 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*.

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)

Pending Adoption

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and, for students entering the 9th grade in the fall of 2016 and each year after it, 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.

2. In each grade, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.

3. In each grade, 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.

4. In each grade, 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.

5. 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.

6. 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.

7. 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

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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 policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*

8. 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.

9. 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.

10. 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.

11. 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.

12. In all schools, United States 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, and (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.

    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.

13. In 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.

14. 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,

Pending Adoption

Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
16. 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.
17. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
18. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

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:

Pending Adoption

Instruction

Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress

Pending Adoption

about school climate, students' social and emotional development, and academic performance.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/.

CROSS REF.: 1:30, (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED:

Pending Adoption

Instruction

Teaching About Religions

The School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religion, religious belief, or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

LEGAL REF.: School Dist. of Abington Twp v. Schempp, 374 U.S. 203 (1963).
Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573 (1989).

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:255 (Assemblies and Ceremonies)

ADOPTED:

Pending Adoption

Instruction

Teaching About Controversial Issues

Academic Freedom shall be guaranteed to Teachers and no arbitrary limitations shall be placed upon the study, investigation, presentation, and interpretation of facts and ideas. The Board shall require the study and discussion of controversial issues in the classroom to be:

A. Relevant to educational purposes of the course.

B. Appropriate with the maturity level of the students.

C. Presented objectively.

D. Presented without bias.

E. Respectful of the rights of each student to arrive at his/her own conclusion.

F. Free from influences that interfere with inquiry and teaching.

The Board shall support Teachers in the execution of this policy

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies)

ADOPTED:

Pending Adoption

Instruction

Using Animals in the Educational Program

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

Animal Experiments

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

Animal Dissection

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

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

LEGAL REF.: 105 ILCS 5/2-3.122, 5/27-14, and 112/.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED:

Pending Adoption

Instruction

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.66, 5/10-20.9a, 5/13B, 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

CROSS REF.: 6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

ADOPTED:

Pending Adoption

Instruction

Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 15 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *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 Illinois State Board of Education's *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.: Americans With Disabilities Act, 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.
23 Ill.Admin.Code Part 226.
34 C.F.R. §300.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED:

Pending Adoption

Instruction

Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; and (b) other grade-level acceleration. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

Pending Adoption

Instruction

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Ill. Education for Homeless Children Act, 105 ILCS 45/.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED:

Pending Adoption

Instruction

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

Migrant Education Program for Parent/Guardian and Family Member Engagement

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

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

LEGAL REF.: 20 U.S.C. §6318.
20 U.S.C. §6391 et seq.
34 C.F.R. §200.80 et seq.

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

ADOPTED:

Pending Adoption

Instruction

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, and 5/18-4.5.
23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED:

Pending Adoption

Instruction

English Learners

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

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

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

Pending Adoption

LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318.
20 U.S.C. §6801 et seq.
34 C.F.R. Part 200.
105 ILCS 5/14C-1 et seq.
23 Ill.Admin.Code Part 228.

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

ADOPTED:

Pending Adoption

Instruction

Title I Programs

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

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

Title I Parent and Family Engagement

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

District-Level Parent and Family Engagement Compact

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

School-Level Parent and Family Engagement Compact

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

Pending Adoption

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

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

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

ADOPTED:

Pending Adoption

Instruction

Extracurricular and Co-Curricular Activities

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. *Co-curricular activity* refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. *Extracurricular activity* refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs.

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by Board of Education policy, 7:330, *Student Use of Buildings - Equal Access.*

Academic Criteria for Participation

In order to participate in school supported IHSA athletic or IHSA extracurricular activities, a student must meet the eligibility participation requirements established by the IHSA. Any student participant failing to meet the IHSA eligibility participation requirements shall be suspended from the activity for the duration of the eligibility duration period as established by the IHSA.

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)

ADOPTED:

Pending Adoption

Instruction

Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the Board of Education. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

Instructional Materials Selection and Adoption

The Superintendent shall recommend to the Board for consideration and adoption all textbooks and instructional materials and shall include the following information: (1) title, publisher, copyright dates, number of copies desired, and cost; (2) any texts being replaced; and (3) rationale for recommendation.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/28-19.1.

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED:

Pending Adoption

Instruction

Library Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Illinois State Board of Education rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

LEGAL REF.: 23 Ill.Admin.Code §1.420(o).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

ADOPTED:

Pending Adoption

Instruction

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

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

Curriculum and Appropriate Online Behavior

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

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

Acceptable Use

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

Internet Safety

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

1. Ensure staff supervision of student access to online electronic networks,

Pending Adoption

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

Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

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

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

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED:

Pending Adoption

Instruction

Community Resource Persons and Volunteers

The Board of Education encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications,* to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
720 ILCS 5/12C-50.1, Failure to Report Hazing.
730 ILCS 150/1 et seq., Sex Offender Registration Act.
730 ILCS 152/101 et seq., Sex Offender Community Notification Law.
730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth Community Notification Law.
730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED:

Pending Adoption

Instruction

Complaints About Curriculum, Instructional Materials, and Programs

Persons with suggestions or complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and/or use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 8:110 (Public Suggestions and Concerns)

ADOPTED:

Pending Adoption

Instruction

Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.
23 Ill.Admin.Code §1.420(q).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADOPTED:

Pending Adoption

Instruction

Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois approved statewide assessment and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

Pending Adoption

Instruction

Homework

The Board of Education believes that homework and other assignments, meaningfully tied to learning objectives, can and do extend study time and influence how much students learn. As such it supports using homework and other assignments to promote student involvement in learning.

Guidelines shall be developed to establish expectations which can be mutually understood by students, parents and teachers and address the following:

1. General comments on homework and assignments
2. Effective homework assignments
3. Desired results of homework
4. Responsibilities of parents.

ADOPTED:

Pending Adoption

Instruction

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
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. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c).

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they 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.

Veterans of World War II, the Korean Conflict, or the Vietnam Conflict

Upon application, an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, 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.

Pending Adoption

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), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

Pending Adoption

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

> Ongoing participation in an interscholastic or extracurricular athletic program (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)

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*. **Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and*

Pending Adoption

Student Transfers To and From Non-District Schools. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill.Admin.Code §§1.425(e) and (f), 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

ADOPTED:

Pending Adoption

Instruction

High School Credit for Proficiency

Proficiency Credits

Subject to the limitations in this policy and State law, the Superintendent or designee is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

LEGAL REF.: 105 ILCS 5/10-22.43, 5/10-22.43a, 5/27-22, and 5/27-24.3.
23 Ill.Admin.Code §1.460.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED:

Pending Adoption

Instruction

Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system to all students 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 and guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.
Illinois School Student Records Act, 105 ILCS 10/.
105 ILCS 5/2-3.63a-5, 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:

Pending Adoption

COMMUNITY HIGH SCHOOL DISTRICT 94
BOARD OF EDUCATION POLICY MANUAL
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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

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Pending Adoption

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

Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, 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 of Education 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, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

Pending Adoption

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 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 (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), 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), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED:

Pending Adoption

Students

Exhibit - Equal Educational Opportunities Within the School Community

The School District welcomes diversity in its schools. Policy 7:10, *Equal Educational Opportunities* cites the many civil rights laws that guarantee equal education opportunities to all students. In addition, the policies below address the equal educational opportunities, health, safety, and general welfare of students within the District. These policies are not a complete list, and depending on the factual context, another policy not specifically listed may apply:

1. 2:260, *Uniform Grievance Procedure*, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
2. 6:65, *Student Social and Emotional Development*, requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
3. 7:10, *Equal Educational Opportunities*, requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
4. 7:20, *Harassment of Students Prohibited*, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
5. 7:130, *Student Rights and Responsibilities*, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
6. 7:160, *Student Appearance*, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.
7. 7:165, *Student Uniforms*, encourages students to wear school uniforms in order to maintain and promote orderly school functions, school safety, and a positive learning environment, if adopted.
8. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the District's bullying prevention program.
9. 7:250, *Student Support Services*, directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health needs that impact learning.
10. 7:330, *Student Use of Buildings - Equal Access*, grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions.
11. 7:340, *Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

DATED:

Pending Adoption

Students

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board of Education policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Pending Adoption

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

Pending Adoption

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Act.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities)

ADOPTED:

Pending Adoption

Students

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a 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; 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

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
    a. Substantially interfering with a student's educational environment;
    b. Creating an intimidating, hostile, or offensive educational environment;
    c. Depriving a student of educational aid, benefits, services, or treatment; or
    d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, 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 staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Pending Adoption

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Cheryl Moore, Director of Human Resources
Name
326 Joliet Street, West Chicago, IL 60185
Address
cmoore@d94.org
Email
630/876-6216
Telephone

Complaint Managers:

Dave Pater, Director of Student Services	Cheryl Moore, Director of Human Resources
Name	Name
326 Joliet Street, West Chicago, IL 60185	157 W. Washington St., West Chicago, IL 60185
Address	Address
dpater@d94.org	cmoore@d94.org
Email	Email
630/876-6216	630/876-6216
Telephone	Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

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 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 up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Pending Adoption

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.
34 C.F.R. Part 106.
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), 5:20 (Workplace Harassment Prohibited), 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:

Pending Adoption

Students

Student Assignment

The Superintendent or designee shall assign students to classes. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children.*

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED:

Pending Adoption

Students

Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's Individualized Educational Program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

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Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board of Education policy 7:30, *Student Assignment*, as well as administrative procedures implementing this policy.

LEGAL REF.: 105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (High School Credit for Proficiency), 7:30 (Student Assignment), 7:300 (Extracurricular Athletics)

ADOPTED:

Pending Adoption

Students

School Admissions and Student Transfers To and From Non-District Schools

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services 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

Pending Adoption

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.

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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 out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED:

Pending Adoption

Students

Residence

Resident Students

Only students who are residents of the District may attend the District school except as 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 within 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.

Admission of Nonresident Students Pursuant to an Agreement or Order

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.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Pending Adoption

Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: 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.1, 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:

Pending Adoption

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 (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, 9 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, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, 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 of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 9 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 identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
5. 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.
6. 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,

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Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.

7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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 6 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, *Students School Admissions and Student Transfers To and From Non-District Schools*.
13. 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), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED:

Pending Adoption

Students

Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, to 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(s). 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/.
105 ILCS 5/26-1 and 5/26-2b.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED:

Pending Adoption

Students

Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

CROSS REF.: 4:170 (Safety)

ADOPTED:

Pending Adoption

Students

Health and Eye Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

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Parent(s)/guardian(s) of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill.Admin.Code §1.530.
77 Ill.Admin.Code Part 665.
77 Ill.Admin.Code Part 690.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED:

Pending Adoption

Students

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.
105 ILCS 20/5.
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED:

Pending Adoption

Students

Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

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1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Right to Privacy in the School Setting Act, 105 ILCS 75/.
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).
Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

ADOPTED:

Pending Adoption

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) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law.

LEGAL REF.: 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.: 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

ADOPTED:

Pending Adoption

Students

Student Appearance

A student's appearance, including dress and 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 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:

Pending Adoption

Students

Vandalism

The Board of Education will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.: 740 ILCS 115/.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED:

Pending Adoption

Students

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, 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:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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.

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

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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.

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Complaint Managers:

Dave Pater, Director of Student Services	Cheryl Moore, Director of Human Resources
Name	Name
326 Joliet Street, West Chicago, IL 60185	326 Joliet Street, West Chicago, IL 60185
Address	Address
dpater@d94.org	cmoore@d94.org
Email	Email
630/876-6216	630/876-6216
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.

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 of reprisal or retaliation will be 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, 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.

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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. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

    c. 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.

    d. 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.

    e. 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).

    f. 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.

    g. 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.

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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), 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)

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Students

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
    a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
    b. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
    b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 9 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

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Incorporated by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying and School Violence)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

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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

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    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

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physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device. 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, 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 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.

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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.

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 of Education 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, vandalism, 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.

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For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who

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has been expelled shall also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. 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.

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

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.

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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 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 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.

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 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated by Reference: 7:190-AP4, *Use of Isolated Time Out and Physical Restraint*.

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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.

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), 8:30 (Visitors to and Conduct on School Property)

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Students

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
    a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
    b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
    c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
    d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
    e. Depending upon the length of the out-of-school suspension, include the following applicable information:
        i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
            a) A threat to school safety, or
            b) A disruption to other students' learning opportunities.
        ii. For a suspension of 4 or more school days, an explanation:

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a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and

c) That the student's continuing presence in school would either:

i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substantially disrupt, impede, or interfere with the operation of the school.

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 (e) 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 Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED:

Pending Adoption

Students

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
   a. Include the time, date, and place for the hearing.
   b. Briefly describe what will happen during the hearing.
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
   d. List the student's prior suspension(s).
   e. State that the School Code allows the Board of Education 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. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. 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 to consult with the Board.
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. 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:
   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
   b. Provide a rationale for the specific duration of the recommended expulsion.
   c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or

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whether school officials determined that no other appropriate and available interventions existed for the student.

d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: 105 ILCS 5/10-22.6(a).
Goss v. Lopez, 95 S.Ct. 729 (1975).

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)

ADOPTED:

Pending Adoption

Students

Bus Conduct

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

School Bus Suspensions

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

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

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

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LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.
105 ILCS 5/10-20.14, 5/10-22.6, and 10/.
720 ILCS 5/14-3(m).
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

ADOPTED:

Pending Adoption

Students

Misconduct by Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.
Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
34 C.F.R. §§300.101, 300.530 - 300.536.
105 ILCS 5/10-22.6 and 5/14-8.05.
23 Ill.Admin.Code §226.400.
Honig v. Doe, 108 S.Ct. 592 (1988).

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

ADOPTED:

Pending Adoption

Students

Conduct Code for Participants in Extracurricular Activities

The Athletic Director, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in 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 9 through 12 participating in these programs.

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 substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

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:

Pending Adoption

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 needsthat 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.: Children's Mental Health Act of 2003, 405 ILCS 49/.
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/.
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:

Pending Adoption

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

Self-Administration of Medication

A student may possess an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Void Policy

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

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Administration of Undesignated Medication

Upon any administration of an undesignated epinephrine injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of an undesignated epinephrine injector. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADOPTED:

Pending Adoption

Students

Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board of Education's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.: 105 ILCS 5/10-21.11.
410 ILCS 315/2a.
23 Ill.Admin.Code §§ 1.610 and 226.300.
77 Ill.Admin.Code Part 690.
Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act, Section 504, 29 U.S.C. §794(a).

ADOPTED:

Pending Adoption

Students

Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: www.isbe.net/Documents/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39.
Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines), jointly published by the State Board of Education and Ill. Dept. of Public Health.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

Pending Adoption

Students

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). 166The 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.

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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.

Pending Adoption

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:

Pending Adoption

Students

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED:

Pending Adoption

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:

    a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.

    b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:

        i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.

        ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.

    c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.

    d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.

    e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

    f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

    g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

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2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) Policy*. These specifically require that:

   a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.

   b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

   c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.

4. Require all student athletes to view the IHSA video about concussions.

5. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED:

Pending Adoption

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 of Education 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 and 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

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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 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 of Education 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.

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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:

Pending Adoption

Students

Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
   a. Develop viewpoint neutral guidelines for the creation of messages;
   b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
   c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.: 105 ILCS 5/10-20.19(3).
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED:

Pending Adoption

Students

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement 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 parents/guardians 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 object to the release of 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 consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required 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.

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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.
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)

ADOPTED:

Pending Adoption

COMMUNITY HIGH SCHOOL DISTRICT 94
BOARD OF EDUCATION POLICY MANUAL
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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Community Relations

Connection with the Community

Public Relations

The Board President is the official spokesperson for the Board of Education. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Communication Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

Community High School District 94 public relations shall be based upon the following principles:

1. School/community communications must be honest in intent and execution.
2. School/community relations must be an integral part of the total educational program.
3. Ideas should be communicated in simple, easily understood language.
4. The press, radio, and television are invited to attend all open meetings of the Board or Board committees and to receive meeting announcements, agendas and minutes to keep the public informed as to plans and directions of the Board.
5. Although individual Board members possess the privilege to listen to complaints, the Board prefers that communications or complaints from administrators, teachers, parents, or patrons shall first be referred to the chain of command (located in the student handbook) for possible

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solution with staff. If satisfactory adjustments cannot be made by the Superintendent and his/her staff, such communications and complaints may be referred to the Board.

6. School personnel should continuously listen and learn from citizens in the community.
7. Unless otherwise required by law or by contract, all official business between the Board and the employees of the District shall be through the Superintendent. Employees shall have the right to address the Board regarding the Superintendent's decision.
8. Except for statements made and adopted by the Board, or recommended by the Superintendent and approved by the Board, no Board member, administrator, teacher, or employee of the District shall purport to represent the official point of view of the District in any communication. Such Board member, administrator, teacher, or other employee may give their opinion on matters as they desire, but shall not state such is the position of the District.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED:

Pending Adoption

Community Relations

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the Board of Education.

LEGAL REF.: Boy Scouts of America Equal Access Act, 20 U.S.C. §7905.
10 ILCS 5/19-2.2.
105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

Pending Adoption

Community Relations

Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

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LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993).
Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).
Sherman v. Community Consolidated Sch. Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 8 F.3d 1160 (1994).
Hedges v. Wauconda Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).
DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).

CROSS REF.: 7:325 (Student Fundraising Activities), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED:

Pending Adoption

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke/Vape or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectible, regardless of when and/ or where the use occurred.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

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11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a

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hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).
Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
430 ILCS 66/, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 8:20 (Community Use of School Facilities)

ADOPTED:

Pending Adoption

Community Relations

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board of Education, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).
105 ILCS 5/10-20.51.
410 ILCS 25/, Environmental Barriers Act.
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

ADOPTED:

Pending Adoption

Community Relations

Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than $500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programing, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106.
105 ILCS 5/16-1.
23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED:

Pending Adoption

Community Relations

Parent Organizations and Booster Clubs

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

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

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

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

ADOPTED:

Pending Adoption

Community Relations

Parental Involvement

The District will develop and maintain programs, activities, and procedures for the involvement of parent(s)/guardian(s) of students based on the belief that parental involvement in their students' education increases student achievement and the opportunity for success.

Parental involvement means the participation of parent(s)/guardian(s) in regular and meaningful communication involving students' academic learning and other school activities ensuring that parent(s)/guardian(s) play an integral role in assisting their child's learning. Parent(s)/guardian(s) are encouraged to be actively involved in their child's education at school and at home. Parent(s)/guardian(s) are full partners in their child's education and are included as appropriate in decision making and on advisory committees concerning the education of their child.

In order to assure collaborative relationships between students' families and the District, and to enable parent(s)/guardian(s) to become active partners in their children's education, the Superintendent shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parent(s)/guardian(s) to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parent(s)/guardian(s) on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the Board of Education on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED:

Pending Adoption

Community Relations

Relations with Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED:

Pending Adoption

Community Relations

Public Suggestions and Concerns

Please refer to the applicable collective bargaining agreement(s).

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED:

Pending Adoption

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3/14/19

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CONTRACT NUMBER: 545866 **PROMO CODE:** 19RNW012 **NOTICE DATE:** 3/01/19

ITEM NUMBER	USERS	SITES	DESCRIPTION	SUBSCRIPTION TERM*	PRICE
9780787633691	Unlimited	Unlimited	LITERATURE RESOURCE CENTER	07/01/19 to 06/30/20	
9780787633707	Unlimited	Unlimited	GALE BIOGRAPHY IN CONTEXT	07/01/19 to 06/30/20	
176168	Unlimited	Unlimited	GALE OPPOSING VIEWPOINTS IN CONTEXT	07/01/19 to 06/30/20	
9780787649258	Unlimited	Unlimited	GALE STUDENT RESOURCES IN CONTEXT	07/01/19 to 06/30/20	

SUBTOTAL	$9,900.00
SALES TAX	$0.00
RENEWAL TOTAL	**$9,900.00**

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INVOICE TO
Account #: 156830
COMMUNITY HIGH SCHOOL DISTRICT 94
Accounts Payable
157 WestWashington Street
WEST CHICAGO, IL 60185

DELIVERY TO
Account #: 156830
COMMUNITY HIGH SCHOOL DISTRICT 94
BRITTA RENWICK
326 JOLIET ST
WEST CHICAGO, IL 60185-3142

G11000607-19RNW012-Contract No. 545866

OverDrive

INVOICE

Invoice Number	H-0057521
Date	03/21/2019
Page	1 of 1

One OverDrive Way
Cleveland OH 44125
Phone: (216) 573-6886 Fax: (216) 573-6888
Email: invoicing@overdrive.com

Remittance Address:
PO Box 72117
Cleveland, OH 44192-0002

Bill To:
West Chicago Community High School
District 94
157 West Washington Street
West Chicago IL 60185

Sold To:
West Chicago Community High School
District 94
326 Joliet St
West Chicago IL 60185-3142

Customer ID	Customer Email	Purchase Order No.	Payment Terms
4416-0001	bfrechmann@d84.org		Net 30

Description	Amount Due
School Digital Library Annual Collection Credit	$6,000.00
For the Twelve Month Period July 2019 - June 2020	

Total	$6,000.00
Tax Amount	$0.00
Amount Due	**$6,000.00** USD

Please make check payable to OverDrive, Inc.

ProQuest
Start here.

ProQuest LLC
6216 Paysphere Circle
Chicago IL 60674
Telephone (800) 521-0600
(734)761-4700

FTID - 39-2053855

Bill To:
Britta Renwick
Comm High School Dist #94
326 Joliet St
West Chicago, IL 60185-3142

Ship To:
Britta Renwick
Comm High School Dist #94
326 Joliet St
West Chicago, IL 60185-3142

Invoice	
Order Number US1677224A	**Page** 1 of 1
Subscription Start Date 01-AUG-2019	

Description	Item	Inclusive Dates	Qty	Format	Customer Reference	Tax	List Price	Dscnt	Net Price
Comm High School Dist #94									
US Midwest Newsstream	USMIDWESTNEWS	01-AUG-19 - 31-JUL-20	1	Electronic		N			
Research Library Prep 2016+	RESLIBPREP	01-AUG-19 - 31-JUL-20	1	Electronic		N			

667

You may wire transfer funds directly to our depository bank account: Bank of America, Rockville, MD 20852, ABA routing no. 026009593, for the account of ProQuest LLC, account no. 446011658131. ACH payments should be directed to ABA routing no. 052001633 for the account of ProQuest LLC, account no. 446011658131. When remitting payment, please identify the invoice(s) you are paying and email details to cashoffice@proquest.com. For payment questions, please contact us at 1-734-997-4170.

Please send payment to:
Check payments:
ProQuest LLC
6216 Paysphere Circle
Chicago, IL 60674

ACH Payment Instructions:
Bank of America
ABA Routing: 052001633
Account Name: ProQuest LLC
Account: 446011658131

Internal Use:
Order: US1677224A
Ship To Acct: 156387
Bill To Acct : 156387
Tax ID : E9997-3057

Sub-Total	5,043.95
Shipping and Handling	0.00
Tax	0.00
Total Charges (USD)	**5,043.95**

berg engineering Consultants, ltd.
mechanical 801 West Wise Road, Schaumburg, IL 60193
electrical 847-352-4500 Tel
plumbing 847-352-4815 Fax
fire protection www.berg-eng.com

Celebrating 50 Years

Brian M. Berg, Jr., P.E., LEED® A.P.
Charles A. Easley, A.I.A.
Mark J. Goedjen, P.E.

April 5, 2019

Mr. Peter Pontarelli
DLA Architects, Ltd.
Two Pierce Place, Suite 1300
Itasca, IL 60143

Re: Community High School District 94
West Chicago Community High School
2019 Addition and Remodeling
BEC 4478

Dear Mr. Pontarelli:

Berg Engineering Consultants, Ltd. (BEC) has reviewed the three proposals (attached) for commissioning services for the 2019 Addition and Remodeling Project as provided by Grumman/Butkus Associates, Primera Engineers, and SSRCx.

Based on the fees provided and apparent understanding of the scope of commissioning work required for this project, BEC recommends the District accept the proposal as prepared by SSRCx dated March 27, 2019 for $63,250. BEC has worked with SSRCx on past commissioned projects and feel they are more than capable of successfully commissioning this project.

Very truly yours,
Berg Engineering Consultants, Ltd.

Matthew C. Frisch, P.E.
Associate Principal

MCF/mcf
p:\4478\ltrs\4-5-2019-1339.docx

Grumman/Butkus Associates
Energy Efficiency Consultants and Sustainable Design Engineers

820 Davis Street, Suite 300
Evanston, Illinois 60201 4446

Main 847-328-3555
www.grummanbutkus.com

March 26, 2019

Mr. Gordon Cole
Director - Building Operations
gcole@d94.org
(630) 876-6333

Re: West Chicago Community High School
2019 Addition and Remodeling Commissioning
G/BA # X19-0320-00
Proposal for Commissioning Services

Dear Mr. Cole:

Grumman/Butkus Associates (G/BA) is pleased to submit this proposal to DLA Architects to provide commissioning services for the above-referenced project.

SCOPE OF THE PROJECT

This project includes commissioning of the equipment and systems defined below for the approximately 50,000 square foot addition to West Chicago High School. The project is described in the email provided by DLA Architects dated March 14, 2019 as well as attached specifications and bid drawings dated 11/14/2018.

The commissioned systems have been assumed based on the bid drawings and our experience of similar buildings and shall include the mechanical and lighting systems as defined below. If there are significant deviations from the below assumed systems, G/BA will bring this to the project team's attention and discuss any required contract adjustments needed.

We have prepared this proposal to provide commissioning services to fulfill and meet the requirements for IECC Code. Our services follow the leading industry standards and guidelines for commissioning, including ASHRAE Guideline 0 and ASHRAE Standard 202 "Commissioning Process for Buildings and Systems" and the Building Commissioning Association's (BCA) "New Construction Building Commissioning Best Practice".

SYSTEMS AND EQUIPMENT TO BE COMMISSIONED

1. Based on the nature of the information available at the time of preparing this proposal G/BA has made assumptions on the systems and equipment that will be designed into this project. If there are significant deviations from these assumptions G/BA will notify the team for a scope adjustment. G/BA will author and direct functional performance testing for the following anticipated systems and equipment, as part of the <u>BASE</u> scope of work:
    a. Mechanical systems:
        i. Single Duct VAV Units, sampling of up to nineteen (19) units which is based on 20% of the estimated ninety-five (95) total units for the building

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ii. Twelve (12) indoor and thirteen (13) Outdoor Air-Handling Units
iii. Radiant Panels, sampling up to seven (7) zones of the estimated thirty-two (32) zones for the building
iv. Fin Tube Radiation, sampling up to two (2) zones of the nine (9) zones for the building
v. Two (2) chiller systems each including four (4) pumps as well as one (1) cooling tower
vi. Four (4) additional chilled water distribution pumps
vii. Boiler system including five (5) circulation pumps and two (2) distribution pumps
viii. Twenty (20) additional hot water distribution pumps
ix. Two (2) Heat exchanger systems including associated pump
x. One (1) reheat coil
xi. Two (2) unit heaters
xii. Two (2) fan powered boxes
xiii. Three (3) Computer room air conditioning units
xiv. Forty-One (41) exhaust fans including toilet, kitchen hood and general exhaust

b. Electrical systems:

i. Lighting controls (Note that a sampling strategy will be used)
ii. Loss and restoration of normal power (blackout) integrated systems test. Per IECC and commissioning best practices, a loss / restoration of normal power is required and included. This will include one test upon project completion with all trades and end users to observe and verify all systems respond properly during a loss of normal power and the restoration of normal power, simulating a blackout condition.

c. Plumbing systems:

i. Domestic hot water system including three (3) recirculation pumps and two (2) condensate pumps

d. Building enclosure and envelope testing are not included in this scope, but can provided by G/BA as Additional Services upon request.

SCOPE OF G/BA'S BASIC SERVICES FOR IECC COMMISSIONING

1. Design Phase:

a. Develop a commissioning plan which shows the relative scheduling and extent of resources required from the Commissioning Team and, especially, the General Contractor and Sub-Contractors for construction and post-construction commissioning activities.

2. Construction Phase

a. Plan and conduct a construction phase commissioning kickoff meeting with the project team and contractors.

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b. Develop Pre-Functional Checklists for systems and equipment included in Paragraph 1, above and distribute to the Contractor. The pre-functional checklists will be developed utilizing our web based online electronic commissioning software which allow contractors to complete these checklists in real time electronically via a computer and/or tablet device.

c. Confirm that the Contractor has completed the Pre-Functional Checklists, which are done electronically via CxAlloy by the contractors. G/BA will review these Checklists prior to performing Functional Performance Testing. Status of these checklists will be available via our online electronic commissioning software, and will be included in our Cx report.

d. Obtain test reports including test and balance reports and other tests required by the specifications; including equipment startup reports. Collect documentation pertaining to these tests and procedures for inclusion in the commission report.

e. Develop, and submit for review, Functional Performance Test procedures that shall be used during the occupancy phase. The functional performance test procedures will be developed utilizing our web based online electronic commissioning software.

f. Make up to ten (10) site visits to attend coordination meetings, hold project specific commissioning meetings and conduct periodic observations of work-in-progress to verify conformance with design documents.

g. Document deficiencies via CxAlloy, our web based online electronic commissioning software, and distribute to the design and construction team. G/BA uses an online Cx software system that is accessible to the entire project team and can be viewed in real time. Our software avoids confusion by cross referencing problems found during construction phase site observations and functional performance testing with the issues log and vice versa. We also include pictures of many issues as well as include a recommended corrective action, all of which help get issues resolved. (NOTE: The construction team is responsible for ensuring that identified items are completed).

h. Provide regular reports to the Commissioning Team with increasing frequency as construction and commissioning progresses. Standard forms will be provided and referenced in the commissioning plan.

i. G/BA, in the company of representatives of the Contractor, shall direct functional performance test (FPT) procedures on all principle pieces of equipment and systems as well as a representative sampling of smaller, repetitive equipment and systems.

    i. G/BA has included thirty (30) full days with two engineers for FPTs based on the assumed systems and equipment and 10% sampling rate listed above as part of the BASE scope of work. Additional testing time beyond this number of days will require Additional Services.
    ii. The tests forms will be filled out by G/BA engineers during the testing process though our web based online electronic commissioning software.

j. Prepare and submit a certified preliminary commissioning report per IECC 2012, Section C408.2.

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3. Occupancy and Operations Phase

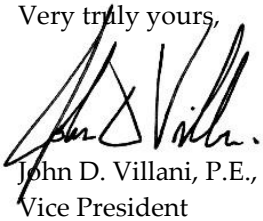
   a. Prepare and submit a final commissioning report, Current Facility Requirements and Operations and Maintenance (O&M) Plan, which will include an executive summary, list of participants and roles, brief building description, overview of commissioning process, findings, open issues, and any outstanding reports/documentation related to the commissioning process as well as the disposition of the commissioning authority regarding the adequacy of the equipment, systems, documentation, O&M materials, and training to meet the design intent. The report shall also include all commissioning checklists, contractor reports, issues logs, meeting minutes, tracking logs, training logs and sign-in sheets, key communications, and any other documentation relevant to the scope of services described herein.

COMPENSATION

1. Architect shall pay G/BA for Basic (IECC) Services rendered, a lump sum fee of **One Hundred Twenty-Six Thousand Two Hundred Ninety-Six Dollars ($126,296)**. All anticipated project related expenses are included in the above listed fee.
2. Our hourly rates are shown in the attached **Terms and Conditions for Commissioning Services.** The hourly rates shall only be used for Additional Services.

We look forward to this interesting project. Thank you for the opportunity to submit a proposal. Your written authorization to proceed with these services constitutes an acceptance of the terms in this letter and will be required in order for G/BA to commence work.

Very truly yours,



John D. Villani, P.E., CCP, LEED AP, CEM, GBE
Vice President

Enclosures: Terms and Conditions for Commissioning Services

M:\Agreement\West Chicago High School\West Chicago 2019 Addition and Remodeling Proposal for Cx Services.docx

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Owner and G/BA, in consideration of their mutual covenants herein, agree to the performance of professional services by G/BA and the payment for those by Owner as set forth within this Agreement. This **Proposal for Commissioning Services**; the attached **Terms and Conditions for Commissioning Services**, pages 1 to 6 and applicable exhibits, inclusive (dated 12/27/2018); constitute the entire agreement between Owner and G/BA and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument.

Owner

Signature: _____

Name (please print): _____

Title (please print): _____

Date: _____

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GRUMMAN/BUTKUS ASSOCIATES TERMS AND CONDITIONS FOR COMMISSIONING SERVICES

Article 1 - PAYMENTS TO G/BA

1. Methods of Payment for Services and Expenses of G/BA.

   a. *For Basic Services* (lump sum fee). Owner shall pay G/BA a lump sum fee as defined in the associated Letter Proposal for Basic Services defined in the same Letter Proposal.

   b. *Hourly Rates for Basic Services* (if fee type is hourly not-to-exceed) and for Additional Services are noted below:

Senior Principal	$270
Principal	$260
Associate	$224
Project Manager	$180
Senior Project Engineer	$163
Project Engineer	$136
CAD Coordinator	$130
Engineer	$120
Designer	$112
Non-Technical	$87

   (These rates are subject to revision in January of each year.)

   c. *For Additional Services*. Owner's Representative shall pay G/BA for Additional Services rendered defined in the associated Letter Proposal as follows:

      (1) *General*. For Additional Services of G/BA's principals and employees engaged directly on the Project, at the hourly rates as noted above.

      (2) *Overtime*. Hourly rates for overtime shall be 1.25 times the rates noted in 1.b. of this Article.

      (3) *Professional Associates and Consultants*. For services of independent professional associates and consultants employed by G/BA to render Additional Services, the amount billed to G/BA therefore times a factor of 1.10.

   d. For Reimbursable Expenses. In addition to payments for Basic and Additional Services, Owner's Representative shall pay G/BA the costs of all Reimbursable Expenses incurred in connection with all Basic and Additional Services as noted in Exhibit A. Reimbursable expenses shall be limited as defined on the associated Letter Proposal.

2. Times of Payments

   a. G/BA shall submit statements no more often than monthly for Basic and Additional Services rendered and for Reimbursable Expenses incurred.

   b. For lump sum projects, the statements will be based upon G/BA's estimate of the proportion of the total services actually completed to total project scope at the end of the time period covered by the statement.

   c. For hourly billings, the statements will be based on the hours incurred by personnel up to and including the time period noted on the statement.

   d. Fees for services of professional associates and consultants shall be included on monthly statements if their billings are, in turn, received prior to G/BA's closing date.

   e. Owner's Representative shall make prompt monthly payments in response to G/BA's monthly statements. Failure to make payment 30 days after receipt of G/BA's invoice shall be a material breach of this Agreement.

3. Other Provisions Concerning Payments

   a. If Owner's Representative fails to make any payment due G/BA for services and expenses within 30 days of the date of G/BA's statement therefor, the amount due G/BA will be increased at the rate of 1.5% per month from said 30th day, and in addition, G/BA may, after giving seven days' written notice to Owner's Representative, suspend services under this Agreement until G/BA has been paid in full all amounts due for services, expenses and charges.

   b. In the event of termination of this Agreement, G/BA shall be paid as follows:

      (1) For lump sum fees, in accordance with the percent of work accomplished to total project scope.

      (2) For hourly fee billings, for time incurred on the Project.

      In the event of any such termination, G/BA shall also be reimbursed for the charges of

independent professional associates and consultants employed by G/BA to render Basic Services and paid for all unpaid Additional Services and unpaid Reimbursable Expenses, plus all expenses incurred as a result of termination.

c. Any franchise, sales, service, use and/or value-added taxes levied by any governmental authority which would be deemed applicable by G/BA to the terms of this Agreement will be invoiced in addition to any fee and/or reimbursable limits stated above.

d. Owner's Representative agrees to pay all attorney fees, court costs and other collection costs incurred by G/BA to make collection of sums due from Owner's Representative.

4. Definitions

a. Reimbursable Expenses mean the actual expenses incurred by G/BA or G/BA's independent professional associates or consultants, directly or indirectly in connection with the Project, such as expenses for drawing and specification reproduction, copying, word processing, out of town travel and living expenses, long distance telephone, delivery services, photographic expenses, computer and, if authorized in advance by Owner's Representative, overtime work requiring higher than regular rates. See Exhibit A – Schedule of Reimbursable Expenses.

Article 2 - ADDITIONAL SERVICES

1. Services Requiring Authorization in Advance

If authorized in writing by Owner's Representative, G/BA shall furnish or obtain from others Additional Services of the types listed in the following paragraphs. These services are not included as part of Basic Services unless specifically noted in the associated Letter Proposal.

a. Preparation of applications and supporting documents for private or governmental grants, loans or advances in connection with the Project.

b. Energy reduction calculations and cost estimates related to any MEP design suggestions.

c. Services resulting from changes in the scope, extent or character of the Project.

d. Services during out-of-town travel required of G/BA other than travel identified in Basic Services.

e. Preparing to serve or serving as a consultant or witness for Owner's Representative in any litigation, arbitration or other legal or administrative proceeding involving the Project.

f. Services resulting from significant delays out of the control of G/BA.

g. Functional performance testing sampling rates in excess of that defined on the letter proposal.

h. Retests of systems exceeding that specified on the letter proposal.

i. Attendance at or participation in training sessions.

j. Video taping any portions of the services.

k. Visits to site or services after the Commissioning Report is issued other than those described in the letter proposal.

l. Additional services in connection with the Project, including services which are to be furnished by Owner's Representative in accordance with the associated Letter Proposal, and services not otherwise provided for in this Agreement.

Article 3 - OWNER'S REPRESENTATIVE'S RESPONSIBILITIES

Owner's Representative shall do the following in a timely manner so as not to delay the services of G/BA.

1. Designate in writing a person to act as Owner's Representative's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define Owner's Representative's policies and decisions with respect to G/BA's services for the Project.

2. Provide all criteria and full information as to Owner's Representative's requirements for the Project, including objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which Owner's Representative will require to be considered.

3. Assist G/BA by placing at G/BA's disposal all available information pertinent to the Project including previous reports, drawings, specifications and any other data relative to the Project.

4. Arrange for access to and make all provisions for G/BA to enter upon public and private property as required for G/BA to perform services under this Agreement.

5. Examine all studies, reports, sketches, proposals and other documents presented by G/BA, obtain advice of an attorney, insurance counselor and other consultants as Owner's Representative deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of G/BA. If Owner's Representative has not responded within ten calendar days to documents presented by G/BA, these documents shall be considered accepted in all regards by Owner's Representative.

6. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from other as may be necessary for completion of the Project.

7. Give prompt written notice to G/BA whenever Owner's Representative observes or otherwise becomes aware of any development that affects the scope or timing of G/BA's services.

8. Furnish, or direct G/BA to provide, Additional Services as stipulated in the associated Letter Proposal or other services as required.

9. Bear all costs incident to compliance with the requirements of this Article.

Article 4 - PERIODS OF SERVICE

1. The provisions of this Article and the various rates of compensation for G/BA's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion.

2. If there are protracted delays for reasons beyond G/BA's control, Owner's Representative will renegotiate the basis of G/BA's compensation based on the additional time spent by G/BA and adjustments in rates of compensation for G/BA's personnel.

3. If Owner's Representative has requested significant modifications or changes in the general scope, extent or character of the Project, the time of performance of G/BA's services shall be adjusted equitably.

4. If Owner's Representative fails to give prompt authorization to proceed with any phase of service after completion of the immediately preceding phase, G/BA may, after giving seven days' written notice to Owner's Representative, suspend services under this Agreement. Payment to G/BA shall be made in accordance with the associated Letter Proposal.

Article 5 - OPINIONS OF COST

1. Since G/BA has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractors' method of determining prices, or over competitive bidding or market conditions, G/BA's opinions of probable Construction Cost provided for herein are to be made on the basis of G/BA's experience and qualifications and represent G/BA's best judgment as an experienced and qualified professional, familiar with the construction industry; but G/BA cannot and does not guarantee that proposals, bids or actual Construction Costs will not vary from opinions of probable cost prepared by G/BA.

2. Since G/BA has no control over the building operation, maintenance and occupancy, weather or utility rates for the subject facility or over any potential changes to the building envelope or energy-using systems or equipment that may be added to the facility over time, G/BA's opinions of probable energy costs provided for herein are to be made on the basis of G/BA's experience and assumptions G/BA has made based on information provided by the Owner's Representative or others, and represent G/BA's best judgment as an experienced and qualified professional; but G/BA cannot and does not guarantee that actual facility energy usage and costs will not vary from opinions of energy costs prepared by G/BA.

Article 6 - GENERAL CONSIDERATIONS

1. Termination

   The obligation to provide further services under this Agreement may be terminated by either party upon 10 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

2. Limitations of Commissioning Agent Responsibilities:

   a. The goal of G/BA's review of the design team's drawings and specifications is for conformance with the Owner's Project Requirements and commissionability. While G/BA's design review comments may include identifying errors on the documents, G/BA shall not be responsible for design errors and omissions.

b. G/BA review of equipment submittals and shop drawings shall be for consistency with the design documents and coordination with commissioning activities. The engineer of record shall be responsible for the complete review and approval of equipment submittals and shop drawings.

c. G/BA is not responsible for directing the design team. Issues identified by G/BA are presented for Owner consideration; the Owner shall direct the design team to incorporate changes or modify their design.

d. G/BA is not responsible for construction means, methods, techniques, sequences or procedures of construction.

e. G/BA is not responsible for or authorized to approve changes to the construction schedule or cost (including change orders).

f. G/BA is not responsible for site safety or site security.

g. Contractor will correct building system deficiencies covered are shown to be deficient based on functional performance testing or trend-logging and/or warranty and opposite season testing.

h. The expense of redesign required for systems found uncommissionable due to design errors and/or omissions will be paid by others.

i. Costs associated with contractor man-hours to participate and conduct commissioning activities, such as functional performance testing shall be paid by the owner/general contractor and are not included in the scope of G/BA's Basic Services.

j. Temperature control system trend logs required by the commissioning agent shall be prepared by others.

k. The Owner and Contractor shall provide remote access to the building automation controls system to G/BA for commissioning purposes. G/BA will provide the required hardware (laptop) dedicated for this purpose. The Owner and Controls Contractor shall provide any software or proprietary hardware required to enable remote access to the systems.

3. Reuse of Documents

Specifications, checklists, procedure forms and other documents, including those in electronic form, prepared by G/BA and G/BA's consultants are Instruments of Service for the use solely with respect to this Project. G/BA and G/BA's consultants shall be deemed the authors and Owner's Representatives of their respective Instruments of Service. Upon execution of this Agreement, G/BA grants to Owner's Representative a nonexclusive license to reproduce G/BA's Instruments of Service solely for purposes of constructing, using and maintaining the Project, provided that Owner's Representative shall comply with all obligations, including prompt payment of all sums when due under this Agreement. Any termination of this Agreement not arising from G/BA's default prior to completion of the Project shall terminate this license. Upon such termination, Owner's Representative shall refrain from making further reproductions of Instruments of Service and shall return to G/BA within seven days of termination all originals and reproductions in Owner's Representative's possession or control.

4. Owner's Representative and G/BA agree to the following specific conditions governing the electronic use and transfer of information, documents and/or Instruments of Service:

a. Because information or documents stored in electronic media can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, G/BA reserves the right to remove all indicia of its Ownership and/or involvement in the material from each electronic medium not held in its possession.

b. Owner's Representative recognizes that information or documents stored on electronic media may be subject to undetectable alteration and/or uncontrollable deterioration. Owner's Representative therefore agrees that G/BA shall not be liable for the completeness or accuracy of any materials provided on electronic media after a 14 day inspection period, during which time G/BA shall correct any errors detected by Owner's Representative to complete the documents in accordance with the intent of this Agreement.

c. Provided G/BA exercises reasonable care in the electronic or disk transmission of data, information or documents to Owner's Representative and its dependent contractors or agents, Owner's Representative shall be responsible for and solely bear all damages, losses or expenses it or G/BA, its employees, officers and consultants incur as a result of (1) errors or defects introduced by such transmission, (2) Owner's Representative's and its independent contractors' or agents'

automated conversion or reformatting of the data, information or documents transmitted, and (3) defects or errors in Owner's Representative's and its independent contractors' or agents' software or hardware utilized to receive, transmit, utilize, format or reproduce data, information or documents.

5. Insurance

   a. G/BA shall procure and maintain insurance for protection from claims under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom.

Workman's Compensation:	Statutory
General Liability:	$2,000,000
Automobile Liability:	$1,000,000
	(hired and non-owned)

   b. G/BA shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by a negligent error, omission or act for which the insured is legally liable; such professional liability insurance will provide for coverage in such amounts, with such deductible provisions and for such period of time as set forth below, and certificates indicating that such insurance is in effect will be delivered to Owner's Representative:

Amount:	$5,000,000
Deductible:	$100,000

   c. G/BA will also cause professional associates and consultants retained by G/BA for the Project to procure and maintain comparable professional liability insurance coverage.

6. Controlling Law

   This Agreement is to be governed by the laws of the State of Illinois.

7. Successors and Assigns

   a. Owner's Representative and G/BA each is hereby bound and the partners, successors, executors, administrators and legal representatives of Owner's Representative and G/BA are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party in respect of all covenants, agreements and obligations of this Agreement.

   b. Neither Owner's Representative nor G/BA shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any release or discharge the assignor from any duty or responsibility under this Agreement, nothing contained in this paragraph shall prevent G/BA from employing such independent professional associates and consultants as G/BA may deem appropriate to assist in the performance of services hereunder.

   c. Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Owner's Representative and G/BA, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner's Representative and G/BA and not for the benefit of any other party.

Article 7 - SPECIAL PROVISIONS AND EXHIBITS

1. The following Exhibits are attached to and made a part of this Agreement:

   a. Schedule of Reimbursable Expenses, Exhibit A.

2. Owner's Representative is responsible for the identification and abatement of all hazardous materials and waste elements associated with the Project. G/BA shall not provide any services relating to the investigation, detection, abatement, replacement, discharge, installation or removal of any toxic or hazardous material; pollution control; or compliance with environmental or hazardous wastes laws, statutes, regulations, codes or ordinances. G/BA is not an "Owner's Representative or operator" as defined under NESHAP.

3. Owner's Representative is responsible for compliance with the Americans with Disabilities Act (ADA).

4. G/BA shall utilize that degree of care and skill ordinarily exercised under similar circumstances by reputable members of the architectural and engineering profession consistent with that of recognized architectural and engineering firms.

However, G/BA makes no express or implied warranties by its provision of services or under this Agreement and expressly disclaims any such warranties.

5. Owner's Representative and G/BA each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent that such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of the Owner's Representative and G/BA, they shall be borne by each party in proportion to its negligence.

6. Owner's Representative expressly waives consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This waiver is also applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 6 paragraph 1 ("Termination") of this Agreement.

7. Owner recognizes and acknowledges that G/BA personnel performing services for the Owner in furtherance of this Agreement are a valuable asset of G/BA. Accordingly, the Owner hereby covenants and represents that the Owner, the Owner's agents and their respective officers, directors, partners, members, affiliates, agents and employees will not solicit or otherwise make any offer of employment to any G/BA employee, whether directly or indirectly, and whether for the Owner or the Owner's officers, directors, partners, members or their respective affiliates for a period of two (2) years from the date of the termination of this Agreement. Owner further recognizes and acknowledges that any breach or threatened breach of the covenant set forth in this paragraph may result in irreparable injury to G/BA for which monetary damages may be an inadequate remedy, and Owner agrees that G/BA shall be entitled (without proving monetary damages) to temporary and/or permanent injunctions from a court in Illinois restraining such breach or threatened breach. Injunctive relief shall not be deemed to be the exclusive remedy for any such breach or threatened breach of this Agreement, but shall be in addition to all other remedies available to G/BA at law or in equity.

8. The Engineer shall have the right to include photographic or artistic representations of the design of the Project among the Engineer's promotional and professional materials. The Engineer shall be given reasonable access to the completed Project to make such representations. However, the Engineer's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Engineer in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Engineer in the Owner's promotional materials for the Project.

9. This Agreement (consisting of the associated Letter Proposal and these pages 1 to 6, inclusive), together with the Exhibits identified above, constitutes the entire agreement between Owner's Representative and G/BA and supersedes all prior written or oral understandings. This Agreement and said Exhibits may only be amended, supplemented, modified or canceled by a duly executed written instrument.

10. Owner's Representative acknowledges that direction to G/BA to provide any of the services described in this Agreement after Owner's Representative's receipt of these documents shall be considered acceptance of all of the terms and conditions of this Agreement without limitation.

Address for giving notices:

Grumman/Butkus Associates, Ltd.
820 Davis Street, Suite 300
Evanston, Illinois 60201

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S:\Proposal\Commissioning Services Terms and Conditions.2019.docx

Exhibit A
SCHEDULE OF REIMBURSABLE EXPENSES
Grumman/Butkus Associates

DOCUMENT PRODUCTION

In-House:

B&W prints and copies - up to 11x17	$0.16/sheet
Color prints and copies - up to 11x17	$0.32/sheet
Engineering documents – B&W plotting and copying*	$0.64/sq. ft.
Engineering documents – Color plotting and copying*	$0.64/sq. ft.
Engineering documents – High Density plotting and copying*	$1.75/sq. ft.
Engineering documents – Large format scanning*	$0.13/sq. ft.
Engineering documents – Premium quality copying/scanning*	$3.85/sq. ft.
Production Materials	Cost

External:

BluEdge, Dean's Superior Blueprint, West Allis Blue Print, Kinko's, ARC Document Solutions, Blueprints, and other outside reproduction vendors	Cost

TRAVEL

Automobile	IRS limit
Airfare	Cost
Other expenses	Cost

COMMISSIONING FIELD EQUIPMENT (Commissioning projects only) $250/month

- Digital equipment and photography
- Temperature and pressure measurement devices
- Air flow, humidity, CO2 measurement devices
- 2 way radios
- Smoke generator
- Infrared thermal imaging equipment
- Miscellaneous hand tools and equipment

COMMISSIONING PROJECT SOFTWARE (Commissioning projects only) $100/month

DELIVERY SERVICE

Leader Messenger, UPS, Federal Express, USPS.	Cost

OTHER OUT-OF-POCKET EXPENSES

Licenses, permits, and other fees.	Cost

* In-house engineering documents are produced on-site at G/BA's offices utilizing leased equipment and are tracked by an external provider.

Subject to revision January 2020

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Primera

March 24, 2019

Mr Gordon Cole
Director Building Operations
School District 94

cc:
Mr. Peter Pontarelli, AIA, NCARB
DLA Architects
Two Pierce Place, Suite 1300
Itasca, IL 60143

Re: West Chicago High School
2018 International Energy Conservation Code (IECC) Commissioning Services Proposal

Dear Mr. Cole,

Primera Engineers looks forward to providing the 2018 IECC Commissioning Services specified in the proposal below. The commissioning scope adheres to *COMMISSIONING* Specifications provided by DLA Architects.

Project Understanding
This project consists of a 50,000 sq.ft. renovation and second floor addition. Approximate budget is $30 Million. The project is ***not*** pursuing LEED certification.

Scope of Services

Systems/equipment to be commissioned:

Hot Water System
Chilled Water System
Pumps (not including those associated with AHUs)
AHUs
CUH/UH
Exhaust fans – sample but will include critical systems
VAV
FPB
Radiant Panels
CRAC
FTR
BAS System
Lighting System
Domestic Water Heater

Commissioning responsibilities:

Develop the Commissioning Plan
- The commissioning plan will be created upon award and updated as the project progresses.

100 South Wacker, Suite 700
Chicago, Illinois 60606
P 312/606.0910 | F 312/606.0415

- The following components will be included in the Commissioning Plan:
  - Commissioning program overview
  - Commissioning team
  - Commissioning process activities

Construction Phase Meetings/Field Observations

- Prepare agenda and facilitate the Commissioning kickoff meeting. Prepare and distribute meeting minutes.
- Attend construction progress meetings as necessary.
- Commissioning specific meetings when necessary will be held in conjunction to construction meetings.
- Perform site visits to observe the installation of commissioned equipment/systems to verify they are being properly installed according to the contract documents.
- Field reports will be prepared via a cloud-based commissioning software (CxAlloy) and distributed to the team and included in the final commissioning report.

Equipment Start-up

- Review the contractor's equipment startup procedures.
- Witness a random sampling of the startup and initial checkout performed by the contractors on major equipment.

Test and Balance

- Observe a representative portion of the Test & Balance process including air and hydronic systems.
- Review final TAB Report

Functional Performance Tests

- Prepare Functional Test Procedures via CxAlloy for all systems and equipment to be commissioned.
- Facilitate Functional Testing with the assistance of the appropriate contractors.
  - A sampling strategy will be utilized for high quantity equipment (e.g. exhaust fans, VAV, radiant panels, etc.).
- Perform retesting on all Issues.
- Perform Deferred Seasonal Testing if required.

Issues Log

- All issues identified during construction will be documented on a Master Issues Log via CxAlloy. Issues will be assigned to applicable party for resolution.

O & M Manuals

- Review the O&M manuals for completeness and accuracy. Verify that the manuals are in compliance with the contract documents and all warranty information is provided in the prescribed manner.
- O&M reviews to be conducted via CxAlloy.

Final Commissioning Report

- Prepare the final commissioning report and deliver to the owner. The report will include an executive summary along with a compilation of documentation completed over the course of the commissioning process.

Compensation

We propose to provide the 2018 IECC Commissioning Services described in this proposal for the lump sum fee of **$58,600.**

Expenses

Expenses for this project may include the following items and are included in the lump sum costs above:

- Cloud based commissioning software (CxAlloy) monthly license
- Printing, plotting and reproduction of drawings
- Delivery service charges such as UPS, Federal Express, and messenger services
- Taxi cab

Please know that you have my personal commitment and assurance that we will dedicate the resources, expertise and effort necessary to make this project an overwhelming success. We appreciate the opportunity to be of service to you on this project. Should you have any questions or comments on this proposal, please do not hesitate to contact me.

Sincerely,



Kenneth Panucci, PE, CEM
Senior Vice President

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March 27, 2019

Mr. Gordon Cole
Director – Building Operations
gcole@d94.org
(630) 876-6333

RE: 2019 Addition and Remodeling
Community High School District 94

Commissioning Services

Dear Mr. Cole:

Thank you for consideration SSRCx for commissioning services for the 2019 Addition and Remodeling Project.

Committed to Excellence

Our team has been at the forefront of sustainable design and green building projects, providing quality commissioning services for federal, state, and local governments, healthcare, education, and commercial market sectors. **We have a staff of over 50 dedicated individuals and SSRCx has commissioned over 2,000 projects since 1998. As an industry leader, our team was recognized within MEP Giants as a Top Ten Cx Firm in the nation**. It is our mission to be leaders in the area of commissioning and to provide our clients with trustworthy experience and dedication to service.

Project Understanding

The project consists of constructing a second story addition on top of the 1999 addition to the west side of West Chicago Community High School. As part of the project, HVAC changes and upgrades are also included. **Please see Appendix A** for a listing of the equipment/systems that will be commissioned as part of this exciting project as well as our project approach.

The project team consists of DLA Architects, Berg Engineers, and Pepper Construction.

The project budget for design and construction is $30M.

The project construction is anticipated to begin in June 2019 and project substantial completion by August 2020.

400 W Liberty Suite B Wheaton, IL 60187
Tel: 312.656.3609 · www.ssr-inc.com

PROPOSED FEE

The fee for commissioning services for this project is based on the systems to be tested, the documentation requirements, and terms and conditions stated within SSR's Standard Contract. Our team is available to commence work immediately and to provide services as described in this proposal.

Description	Lump Sum
Base Project	**$62,250**
Alternate 9	**$1,000**
GRAND TOTAL	**$63,250**

Stipulations

Retesting. This fee contains **2** man-days for follow-up of incomplete and incorrect items listed in the master deficiency lists. Retesting, preparing reports, travel costs, travel time, and attending meetings associated with retesting and any follow-up associated with retesting that requires more than **2** man-days over the course of the project will be an add service at $200/hour plus all travel expenses.

Phased Commissioning. We have included the verification of the chiller, cooling tower and boiler replacement in Summer 2019. In addition, we have included the verification of new AHUS2-1, and repairs to S1-1,-2,-3, -4, S3-1, S4-1 at the conclusion of Summer 2019. The balance of functional testing of the remaining construction scope will be completed the following year, at the conclusion of Summer 2020. We understand these dates and phasing may be modified by the project team. This proposal assumes all installation is completed prior to functional performance testing; functional verification by its nature verifies interoperability between systems.

It is assumed the following documents are provided to SSRCx at no cost:

- Construction documents, specifications, all addenda, and scope changes of any kind issued throughout to term of the contract. Half size plans are preferred.
- All RFIs related to the equipment to be commissioned.
- All approved shop drawings related to the equipment to be commissioned
- All record documents related to the equipment to be commissioned.
- Completed Basis of Design document and all revisions and updates.
- The owners project requirements (OPR) and all revisions and updates.
- All start-up documentation related to the equipment to be commissioned. This includes start-up forms proposed to be used and completed documentation.
- All testing documentation related to the equipment to be commissioned. This includes testing forms such as duct & pipe tests proposed to be used and completed documentation.
- Construction schedules and all revisions issued throughout to term of the contract.

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- Final test and balance report.
- Project directory of commissioning team contacts.

As you review our scope of services and qualifications of our people, we hope you will further understand the depth of our commitment to excellence, quality leadership and comprehensive services. We believe that we will provide you with the best Commissioning Services for District 94's building design and construction projects.

Please call me if you have any questions concerning our firm, people and qualifications. 312-656-3609.

Sincerely,

SSRCx



Laura Ludwig, P.E., QCxP
Principal

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FACILITIES COMMISSIONING

Appendix A

This proposal assumes an integrated building commissioning method will be utilized.
This proposal is contingent upon utilizing the contractors performing the construction to the greatest extent possible to demonstrate the installed work is compliant with the contract documents and design intent and it assumes the contractors will assist in performance demonstration and testing.

The requirements for this proposal are stated within the Contract Documents, Section 230800. Our service and approach will comply with all stated requirements within Section 230800.

Equipment and Systems to be Commissioned:

The following systems were identified within Section 230800 and described on the construction plans. Documents used for this proposal were provided by DLA Architects, entitled "Bid Set", dated November 14, 2018.

New Building Automation System	1 lot
Hot Water pumps, 50% sampling of 21 preheat coil pumps, 100% of primary/tertiary qty of 27.	37
HEX Pumps	2
Hot Water systems (BAS/5 boilers with new controls)	1
Cabinet Unit Heaters	1 new/14 existing
Unit Heaters Prop Shop	2 new/8 exist
Radiant ceiling panel system, zones 50% sampling of 30 new/ 9 existing	20
Cnv & Fin tube Radiation, zones, 50% sampling of 18 new/ 44 existing	31
Primary Chilled Water pumps	2
Secondary Chilled Water pumps	2
Condenser Water pumps	6
Cooling Towers, 2 cell	1
Chillers	1
Chilled water system	1
Indoor Air Handling Units, 2 / exhaust hoods	10 existing/ 3 new
Outdoor Air Handling Units, 4 w/ Energy Recovery Wheel	6 existing/4 new
Computer Room A/C	3
Exhaust Fans, 50% sampling of 41 new/ 29 existing.	35
Terminal boxes, fan power boxes, reheat coils, 25% sampling of 98 new/ 186 existing	70
Lighting Control System Parking lot lights sequence	1 lot
Learning Resource Center Shading Controls	1 lot
Domestic Hot Water thermal mixing valves sequences	2

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Construction Phase Scope

Commissioning Plan – We prepare a plan that describes the commissioning process to be followed, which will include project functional performance tests (FPTs).
With the progression of digital communications, technology, and information management as increasingly important elements of successful project execution, our team has adopted, customized, and implemented a system called Building Start to better meet the needs of our project-specific commissioning process.

Building Start is a paperless digital platform we use for managing all commissioning aspects of your project. Using iPads, Android devices or Windows based devices, our team will employ this system to share construction information and capture on-site observations and construction feedback using the cloud.

Building Start is a real-time system for sharing project information, with data and notes immediately available for the Project Team's use. Building Start can assist the trades in sequencing the order of Quality Control checks and equipment start ups, and by tracking completion and issues, we are able to use this tool to identify problems that could impact the construction schedule and keep the project on track.

Our draft plan is initially distributed to the Commissioning Team for review and comment. Upon acceptance by the owner and the team, the Plan will then be used by our team to execute the commissioning process. Our plan will include:

Commissioning Overview - Include a brief overview of the commissioning process including the goals and objectives. This overview will address the design, construction, acceptance, occupancy, operational, and warranty phases of commissioning.
List of Equipment and Systems - Describe the equipment and systems to be commissioned. We will develop a log listing the equipment and systems to be commissioned. The log will indicate the systems each piece of equipment is a part of, what part of the building the equipment/systems serves and the related systems that interface with the equipment/system. We will use this log to provide input and direction to the scheduling of completion of systems and to track completion of the commissioning process.
Team Roles - Describe the roles of the commissioning team members. The team members traditionally include the owner, design professionals, contractors, and Commissioning Authority. This team will commission the building. The design team defines the scope, the contractors complete the work and demonstrate its performance

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(under the direction of the Commissioning Authority) and the Commissioning Authority develops procedures for demonstrating installation and operation and witnesses and verifies system function based on the contract documents. The Commissioning Authority will document completion in interim reports, review items that require follow-up and will document the final status in the final commissioning report. The owner will occupy and operate and maintain the final product.

Management and Communication - Describe the management, communication and reporting of the commissioning process.

Deliverables - List the expected work products of commissioning.

Commissioning Milestones - List the key commissioning process milestones.

Functional Testing - Include Functional Performance Test Procedures (FPTs). These procedures define what are acceptable results of the tests to be performed so to quantify what is expected for each system and piece of equipment. The construction phase tests will be a series of written procedures developed from the contract document requirements. These FPTs will describe how the systems will be tested to demonstrate they operate per design. The tests will include temperature controls, humidity controls, safeties and alarms, air volume control, operation on loss of power and restoration of power. The FPTs will be developed for each piece of equipment and system listed to be commissioned. The contractors will be asked to review the FPTs to confirm the tests only require them to demonstrate items in the contract scope. The CA will witness and verify the results of the functional performance testing.

Meetings – We will conduct a kick-off meeting and commissioning planning and execution meetings. We have included 6 meetings within our proposal to include: Kickoff, controls integration review, and testing preparation. (Two phases – Summer 2019 and Summer 2020; 3 meetings x 2 phases). We understand the project phasing may change based upon project team's construction scheduling and timing of the meetings will be revised accordingly.

Site Visits – Site visits will be used hold meetings as needed, to observe the work, and to conduct functional performance testing (FPTs) as well as other commissioning activities. We will prepare site visit reports. Each trip report will include a current master issues log. We have included 30 site visits/ 8 hour days for functional testing.

Master Issues Log – A Master Issues Log (MIL) will be utilized to track commissioning related items that require on-going attention. Any scope items that will require attention by the construction team or the design team will be included and will be monitored until they are appropriately addressed. The MIL will be updated and included in each interim field report.

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Troubleshooting – We will participate in limited troubleshooting and conflict resolution. We will assist the contractors in determining the cause(s) of non-compliant performance of individual pieces of equipment and cross- discipline systems. We will follow-up corrective work with a documentation of proper performance. We will not perform repeated visits to attempt to commission incomplete work.

Functional Testing – We will expect the contractors to verify in writing the equipment and systems are ready for FPTs prior to scheduling functional testing activities. We will require trend information from the HVAC control system documenting systems are ready to test prior to scheduling testing. We will proceed once the Contractor has provided this assurance and documentation. We will direct the execution of the functional testing as described in the commissioning plan. The contractor shall execute the testing and we shall document the results of the testing. We will organize the testing of the systems, starting with sub-systems, then systems, then integrated system testing (for example, pump operation, then other component equipment operation, then chilled water system operation). We will document the performance noted.

Summary Commissioning Report – We will provide a Final Report. This report will address whether the individual commissioned systems meet the requirements of the OPR and BoD. It shall include:

- Executive summary of commissioning process and results, system deficiencies identified and resolution, and outstanding issues
- Project directory
- Cx process overview
- List of systems commissioned
- Functional performance tests
- Issues log, detailing open and closed issues

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AGREEMENT FOR COMMISSIONING SERVICES

This *Agreement for Commissioning Services* ("Agreement") is made effective this _____ day of _ , in the year Two Thousand _____ by and between _____, located at _____ _____ ("Client") and Smith Seckman Reid, Inc., located at 2995 Sidco Drive, Nashville, Tennessee 37204 ("SSR"). In consideration of the covenants hereinafter set forth, Client and SSR agree as follows:

1. **Scope of Work:** SSR will provide Commissioning Services with respect to _____ (the "Project") as describe in **Exhibit A** attached hereto. SSR's services are limited to those specifically set forth in **Exhibit A**.
   1.1. **Additional Services.** SSR and Client may agree to expand SSR's scope of services during the course SSR's performance under this Agreement to include certain additional services not included in the Scope of Work ("Additional Services"). SSR may proceed to provide Additional Services five (5) days after SSR transmitting a written confirmation of the agreed upon scope of the Additional Services which includes SSR's proposed additional fee, unless Client notifies SSR in writing within the five-day period that SSR's letter does not accurately set forth the agreement the parties reached.
   1.2. **Project Observations.** Project observations or other construction phase services shall not be part of SSR's scope of work unless specifically provided for in **Exhibit A**. Where **Exhibit A** does specifically provide for such services, or where such services are provided by way of Additional Services, such services do not include SSR, in any way, certifying, supervising, inspecting, warranting, or in any other way guaranteeing any design, equipment, product, or system, including but not limited to its installation, performance, quality, efficiency, adequacy, life expectancy, or compliance with any law, regulation, or code. Further, SSR's performance of project observations or other construction phase services shall not be relied upon as acceptance of the work. Client acknowledges and agrees that SSR's commissioning services are not a substitute for construction phase services typically provided by the architect and/or engineer.
   1.3. **Standard of Care**. SSR perform its services in a manner consistent with that degree of skill and care ordinarily exercised by practicing professionals performing similar services in the same locality, and under the same or similar circumstances and conditions. SSR make no other warranties, expressed or implied, with respect to the services rendered hereunder.
2. **Payment.**
   2.1. **Fee**. Client agrees to pay SSR the amounts set forth in **Exhibit A** and in any subsequent agreement concerning Additional Services. In addition, Client agrees to reimburse SSR for expenses, reproduction, CADD plotting, sales and use taxes, fees required by regulatory agencies for certificates, plan reviews, and inspections at actual cost. Blueprints and computer-generated plots will be billed for all prints requested by the Client.
   2.2. **Time**. SSR will bill the Client no more than monthly. Client shall make payment within thirty (30) days of invoice date. All invoices not paid within forty-five (45) days of the invoice date shall accrue interest at one and one-half percent (1½ %) per month until paid. If any invoices remaining unpaid forty-five (45) days of the invoice date, SSR shall have the right to suspend its work on the Project after giving Client seven (7) days written notice of its intent to suspend services.
3. **Project Completion, Delays, and Suspension.**
   3.1. **Project delays**. SSR shall not be responsible for delays caused by factors beyond SSR's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or to obtain the cooperation of the design professionals and/or contractors, or delays caused by faulty performance by the Client or by contractors of any level. When such delays beyond SSR's reasonable control occur, or when SSR suspends its services due to failure of payment,

the Client agrees that SSR is not responsible for damages, nor shall SSR be deemed in default of this Agreement.

3.2. **Suspension**. If, for any reason, the Project is suspended for more than three (3) months, SSR shall have the right to an equitable adjustment in fee or to terminate this Agreement.

4. **Termination.** Either the Client or SSR may terminate this agreement at any time, with or without cause, upon giving the other party fifteen (15) days prior written notice. The Client shall within thirty (30) days of termination pay SSR for all services rendered and all cost incurred up to the date of termination, in accordance with the compensation provisions of this Agreement.

5. **Client's Responsibilities.**

5.1. **Project Information**. Client shall provide SSR information about the Project and its design and systems as is available to the Client and the Client's consultants and contractors, and SSR shall be entitled to rely upon the accuracy and completeness thereof without making independent verification.

5.2. **Cooperation**. Client shall obtain the cooperation and assistance of all contractors, subcontractors, architects, designers, and other parties necessary for SSR to perform its services, including but not limited to demonstration by such parties that the system, equipment, or design being tested functions in accordance with the plans and specifications of the Project and providing any and all materials, records, specifications, or other documents as SSR may, in its sole discretion, require to perform its services. Client acknowledges that SSR does not assumes all responsibility for interpretation of the contract documents and for construction observation and Client waives any claims against SSR that may be in any way connected thereto.

6. **Ownership and Use of Reports:** In accepting and utilizing any reports or other data generated and provided by SSR, Client agrees that all such reports and data are instruments of service of SSR, who shall be deemed the author of the reports and data and shall retain all common law, statutory, and other rights, including copyrights. Client further agrees not to use these reports and data, in whole or in part, for any purpose or project other than the Project. Reuse, misuse, or alteration of any reports by Client, or by others acting through Client, shall be at Client's sole risk, and Client agrees to indemnify, defend, and hold SSR harmless from all claims, damages, and expenses including attorney's fees arising out of the unauthorized use of SSR's instruments of service.

7. **Hazardous Materials:** SSR's scope of services does not include any services related to any hazardous or toxic materials. In the event SSR or any other party encounters any hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of SSR's services, SSR may, at its option and without liability for any damages, suspend performance of services on the Project until the Client retains appropriate specialist consultants or contractors to identify, abate, and/or remove the hazardous or toxic materials and further warrant to SSR that the jobsite is safe and in full compliance with all applicable laws and regulations. SSR shall not be responsible in any way for any safety precautions, including measures for the protection of any employees of Client, contractor, subcontractor, or other person, including the public.

8. **Jobsite Safety:** Neither the activities of SSR nor the presence of SSR at the jobsite shall relieve Client, any contractor, subcontractor, or any other individual or entity of their obligations, duties, and responsibilities, including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending, or coordinating all portions of the work in accordance with the contract documents and any health or safety precautions required by any governmental agency. SSR and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

9. **Reliance on Reports:** Any report prepared by SSR for Client is solely and exclusively for Client's own information and benefit and may not be relied upon by any other person. Client may, however, distribute copies of such reports to any contractors, subcontractors, architects, designers, or other parties responsible for performance of the Project, but such third parties are not intended beneficiaries of this Agreement. Client agrees to indemnify, defend, and hold SSR harmless from all claims, damages, and expenses including attorney's fees arising out of reliance by any third party upon such reports.

10. **Estimates of Probable Cost:** To the extent that SSR provides Client with estimates of the probable cost of work to be performed, Client understands that SSR has no control over costs or the price of labor, equipment or materials, or over the method of pricing. Opinions or estimates of probable costs are made on the basis of SSR's qualifications and experience. SSR makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to actual costs.
11. **Damages.**
    11.1. **Waiver of Consequential Damages**. Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any, and does hereby waive the right to recover, consequential damages incurred due to the breach of this Agreement or negligence, regardless of the nature of the fault or liability.
    11.2. **Limitation of Liability**. In recognition of the relative risks and benefits of the Project to both Client and SSR, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of SSR to Client and any third party with whom Client is in contractual privity, of any tier, for any and all claims, losses, costs, damages of any nature whatsoever, and claim expenses from any cause or causes related to the Project, so that the total aggregate liability of SSR shall not exceed the greater of Fifty Thousand Dollars ($50,000) or SSR's total fee for services rendered on the Project.
12. **Indemnification:** Notwithstanding any other provisions of this Agreement, Client agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless SSR, its officers, directors, employees, agents and consultants from and against all damages, liabilities, and costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with this Project or the performance by any of the parties named above of services under this Agreement, except only those damages, liabilities, or costs attributable to the sole negligence or willful misconduct of SSR, its officers, directors, employees, agents and consultants.
13. **Governing Law:** This Agreement shall be construed and interpreted according to the laws of the State of Tennessee without reference to its conflict of laws principals.
14. **Dispute Resolution:** In the event of any dispute between Client and SSR, the parties hereto agree to use mediation before resorting to litigation. If litigation is filed relating to or arising out of this Agreement, the prevailing party shall be entitled to recover from the other party all reasonable costs incurred in the resolution of the claim(s), including staff time, court costs, and attorneys' fees. The sole venue for resolution of disputes shall be in a court in Davidson County, Tennessee, and the parties hereto waive any objection to personal jurisdiction in Davidson County, Tennessee.
15. **Entire Agreement:** This Agreement and the documents that are expressly incorporated by reference constitute the entire agreement between the parties and supersedes all prior and contemporaneous agreements. The Agreement may be modified only in writing signed by both parties.

For [client]	For SSR
_____	_____
Name:	Name:
Title:	Title:
_____	_____
Date	Date



PROJECT EXPERIENCE

COMMISSIONING EXPERIENCE

K-12 Experience (Partial Listing)

Project Name	School System	City/ State
Back of the Yards High School	Chicago Public School System	Chicago, Illinois
Sarah Goode STEM High School	Chicago Public School System	Chicago, Illinois
Jones College Prep High School	Chicago Public School System	Chicago, Illinois
Peck Elementary School	Chicago Public School System	Chicago, Illinois
Ogden Elementary School	Chicago Public School System	Chicago, Illinois
Calmeca Elementary School	Chicago Public School System	Chicago, Illinois
Warren Township High School	Warren Township High School District 121	Gurnee, Illinois
Harvard Jefferson Elementary	Harvard Community Unit School District 50	Harvard, Illinois
Harvard High School	Harvard Community Unit School District 50	Harvard, Illinois
Noble Charter School One North State	Noble Network of Charter Schools	Chicago, Illinois
Noble Auburn Gresham College Prep	Noble Network of Charter Schools	Chicago, Illinois
Nathan Hale K-8 Elementary School	New Haven Public School System	New Haven, Connecticut
Fair Haven K-8 Middle School	New Haven Public School System	New Haven, Connecticut
Prince Welch K-8 School	New Haven Public School System	New Haven, Connecticut
Celentano K-8 School	New Haven Public School System	New Haven, Connecticut
Jepson K-8 School	New Haven Public School System	New Haven, Connecticut
Sheridan K-8 School	New Haven Public School System	New Haven, Connecticut
Bishop Woods K-8 School	New Haven Public School System	New Haven, Connecticut
Energy Effi ciency Upgrades	New Haven Public School System	New Haven, Connecticut
Energy Efficiency Upgrades, Phase II	New Haven Public School System	New Haven, Connecticut
Davis Street Magnet K-8 School	New Haven Public School System	New Haven, Connecticut
Hill Central K-8 School	New Haven Public School System	New Haven, Connecticut
Worthington Hooker K-4 School	New Haven Public School System	New Haven, Connecticut
John C. Daniels School International Communication	New Haven Public School System	New Haven, Connecticut
Engineering Science University Magnet School	New Haven Public School System	New Haven, Connecticut
Amistad Academy Independent Charter High School	Achievement First	New Haven, Connecticut
Atwater Elementary School	Sarasota County School System	Sarasota, Florida
Riverview High School	Sarasota County School System	Sarasota, Florida
Woodland Middle School	Sarasota County School System	North Port, Florida
Venice High School	Sarasota County School System	Venice, Florida
Gulf Trace Elementary School	Pasco County School System	New Port Richey, Florida
Veteran's Elementary School	Pasco County School System	New Port Richey, Florida
Curtis Fundamental Elementary	Pinellas County School System	Dunedin, Florida
Washington Lee High School	Arlington Public Schools	Arlington, Virginia
Wakefi eld High School	Arlington Public Schools	Arlington, Virginia
George P. Phenix PK-8 School	Hampton City Schools	Hampton, Virginia
Hunter B. Andrews PK-8 School	Hampton City Schools	Hampton, Virginia

Ogden International School of Chicago
Chicago, Illinois



Summary
The new Ogden International School of Chicago is a 3-story facility designed to support the academic and personal growth of up to 900 students on the Near North Side. The facility houses 24 classrooms including art, music, computer, and science rooms, a gymnasium, library, kitchen, dining, and a scenic rooftop playground. The building will educate students about the importance of sustainability through the unique sustainable features they have incorporated in pursuit of LEED® Silver Certification. This 109,000 SF school includes sustainable features such as a 50% green roof, a water retention system, and photovoltaic glass panels.

Commissioned Systems:

Mechanical:
- Heating Hot Water System including the Boiler, Hot Water Pumps and associated equipment such as the Pressure Fill System, Air Separator and Expansion Tank.
- Split-Type Air Handling Unit and Condensing Unit including the Air Handling Unit components such as the Supply Fan and associated Variable Speed Drive, D-X Cooling Coil, Hot Water Preheat Coil and Airfl ow Measuring Stations.
- Air Handling Unit Return Fan and associated Variable Speed Drive.
- AHU Preheat Coil Hot Water Pump.
- AHU Air Distribution VAV terminals/zones.
- Hot Water and Gas Flow Meters.
- Toilet Exhaust Fan.
- Hot Water Unit Heaters and Cabinet Heaters.
- Hot Water Finned Tube elements/ zones.
- Facility Management System (FMS) associated control and interface for all of the above.

Plumbing:
- The Domestic Water Booster Pump.
- Domestic Hot Water Systems including Electric Water Heaters and Mixing Valves.
- The Facility Management System (FMS) associated control and interface for all of the above.

Electrical:
- The Lighting and Day-lighting Control Systems. All discrete functions of the system will be tested.
- The Facility Management System (FMS) associated control and interface for all of the above.

Project Type
K-12 Education

Owner
Chicago Public Schools

Construction Cost
$23 Million

Project Size
109,000 SF

Project Completion
2011

Services Provided
LEED Enhanced Commissioning

Contact
Betsy Fisk
773.553.3191

Funding Source
Local

Sarah E Goode STEM Academy (Southwest High School)

Chicago, Illinois



Summary

This large urban high school included a ground source heat pump system, dedicated outdoor air handling, and solar arrays as a few of the energy efficient strategies employed in the school's design. SSRCx participated in the design charettes in which all perspectives associated with design, construction, occupancy, maintenance, and commissioning were considered through the process of the design development into contract documents. Our design review staff identified over 100 design elements for consideration.

Moving into the construction phase, SSRCx's functional performance test scripts were developed to challenge and confirm operation and interfunctionality of all mechanical systems, including air handling, geothermal loop, radiant panel systems, exhaust and supply fans, terminal units, and all other energy using HVAC equipment.

During the course of verifying performance, our team identified issues such as improper calibration of differential pressure sensors for the ground loop system, various programming errors such as heat pump response to discharge air temperature setpoint, building pressurization and return CFM responses, and a dozen others.

Although our scope was restricted to verify and document equipment and systems as prescriptive with LEED, our field staff commonly identifies and assists with issues of a technical MEP nature. For example, several life safety issues were identified by our field staff and working closely with the general contractor, the items were promptly repaired.

This project has won 11 awards, including the 2015 Emerald Green Award from the United States Green Building Council and ASHRAE's 2013 Engineering Excellence Award.

Project Type
K-12 Education

Owner
Chicago Public Schools

Construction Cost
$63 Million

Project Size
207,000 SF

Project Completion
2013

Services Provided
LEED Enhanced Commissioning

Contact
Betsy Fisk
773.553.3191

Deeta Bernstein
312.735.4089

Funding Source
Local

Back of Yards High School
Chicago, Illinois



Summary
As a result of SSRCx's evaluation and expertise, over 100 mechanical, electrical and plumbing performance items were identified and resolved prior to turning the project over to the Chicago Public Schools. Issues for accessibility, equipment supports, missing drain valves, measurement gages, improper damper modulation, incomplete balancing, and improper air handling unit fan tracking are some examples of the thoroughness to which our team commissioned the systems. Upon identification, SSRCx provided information to assist the construction management team drive to swift resolution.

This project has won five awards, including the Construction Industry Service Corporation Project of the Year.

Project Type
K-12 Education

Owner
Chicago Public Schools

Construction Cost
$63 Million

Project Size
212,000 SF

Project Completion
2014

Services Provided
LEED Enhanced Commissioning

Contact
Betsy Fisk
773.553.3191

Deeta Bernstein
312.735.4089

Funding Source
Local

Jones College Preparatory High School
Chicago, Illinois



Summary
This state of the art college preparatory school is ranked 4th in Illinois with a selective enrollment of 1,200 students. The 7-story high rise school achieved LEED Gold. SSRCx provided the prescriptive commissioning scope for LEED, which included the following equipment:

- 4 Boilers and ancillary equipment
- Pool Heater
- 1 Chiller and ancillary equipment
- 2 Heat exchangers
- 12 HVAC pumps
- 3 Air handling units
- 2 Energy recovery units
- 6 Air conditioning units
- 42 Fans
- 9 Cabinet unit heaters
- 28 Unit heaters
- Perimeter finned tube radiation system
- 15 Radiant ceiling panels
- 20% sampling of variable air volume boxes
- 2 Domestic hot water heaters
- 3 Domestic water pumps
- Lighting control, including daylight harvesting
- Theatre stage lighting system

SSRCx provided design review comments at 60%, 90% and at 100% CDs. This information was invaluable – SSRCx identified areas for further design development which improves contract document clarity, identified conflicting descriptions of operation which improves clarity as well as improves costs, identified areas for energy improvements measures, and identified considerations for safety. Overall, 127 items were presented for discussion during the design review process, nearly all of which were accepted by the project team and the contract documents revised as a result of our expertise.

Project Type
K-12 Education

Owner
Chicago Public Schools

Construction Cost
$120 Million

Project Size
280,000 SF

Project Completion
2013

Services Provided
LEED Enhanced Commissioning

Contact
Betsy Fisk
773.553.3191

Funding Source
Local

Renovations and Addition to Warren Township High School, SD 121

Warren Township, IL



Summary

SSRCx provided commissioning services as prescribed within ASHRAE Guideline 1-1996 for this project. Equipment included within the construction and commissioning scope included:

- 7 Hot Water Pumps
- 1 Hot Water System
- 9 Unit Heaters
- 1 Radiant Ceiling Panel System
- 9 Radiant Wall Panels
- 2 Hot Water Boilers
- 2 Chiller Pumps
- 1 Chiller
- 5 Air Handling Units
- 4 Rooftop Units
- 16 Exhaust Fans
- 12 Terminal Boxes

Warren Township High School District 121 covers 50 square miles and includes the areas of Gurnee, Gages Lake, Wildwood, Druce Lake, Millburn, Park City, Wadsworth, Mill Creek, and Grandwood Park. The new addition at the O'Plaine Campus included 10 new science classrooms, a digital lab classroom, special education offices, meeting rooms and teacher offices. The southwest courtyard was also renovated to accommodate a new weight room, locker room, bathrooms and a viewing area for the swimming pool.

Life Cycle Savings – Annual Savings **$ 59,600**
First Cost Equivalent **$ 596,000**
One Time Savings **$ 57,000**
Priceless (life saving/prevention of sickness/ security) 7 Occurrences

TOTAL SAVED $653,000.00

Payback on commissioning service:
$11.41 for each $1 spent within the first operating year!

Project Type
K-12 Education

Owner
School District 121

Construction Cost
$12 Million

Project Size
Unknown

Project Completion
2010

Services Provided
Commissioning

Contact
Art Conrady
847.344.8137

Funding Source
Local

Harvard High School and Jefferson Elementary - Renovation and Additions

Harvard, IL



Summary

When Harvard CUSD was beginning a complete upgrade of their HVAC systems for their high school, they looked to SSRCx to verify and document the installation and performance. Realizing the benefits of the commissioning work completed by SSRCx in the early stages of the high school, the client then requested our services extend to include the elementary school which was also undergoing renovation. Each school had been gutted of their outdated HVAC equipment and completely renovated their own respective central plants, including air cooled chillers and boilers and ancillary equipment. Air handling units, air terminal units, classroom ventilators, and finned tube radiation throughout the buildings were commissioned.

Functional performance testing for these schools was completed during non-occupied class schedules in order to eliminate any interruptions with school functions. Various issues were identified and corrected throughout the commissioning process.

An example of one such issue included the original location selected by the mechanical subcontractor for the placement of the outside air temperature sensor for the boilers. Because they had located the sensor next to a window, it would have experienced a mixed air temperature reading, rather than a pure outside air temperature. This temperature information would have erroneously communicated a higher outside air temperature, and as a consequence, the boiler would have produced water at a lower tempature than needed, and the classrooms would have experienced a space that was too cold. SSRCx identified this issue very early in the construction progress so that it was easily relocated without undue subcontractor effort or client consternation.

Project Type
Education

Owner
Harvard Community Unit School District #51

Construction Cost
$10.5 Million

Project Size
50,000 SF

Project Completion
2015

Services Provided
Commissioning

Contact
Steve Miller
815.943.4022

Funding Source
Local

Venice High School
Venice, Florida



Summary
SSRCx provided commissioning services for multi-phased high school addition and renovation.

Systems Commissioned
Mechanical Equipment and Systems
- Chilled water system including air cooled chillers and chilled water pumps and accessories
- Thermal storage system
- Air handling equipment and systems including exhaust fans
- Air terminal control units
- Building automation systems and HVAC controls

Plumbing Equipment and Systems
- Gas fired domestic water heaters with recirculation pumps

Electrical Equipment and Systems
- Lighting control systems

Commissioning Tasks
- Prepared the commissioning plan including project specific installation checklists (prefunctional checklists and functional performance test procedures)
- Reviewed the contractor executed installation checklists
- Reviewed the contractor executed equipment start-up procedures for equipment to be commissioned
- Directed the contractor in the execution of the functional performance tests
- Coordinated all commissioning activities with the design and construction team
- Conducted periodic commissioning team meetings to plan and coordinate the process
- Tracked the process by maintaining action item lists and master deficiency lists with status reports
- Reviewed the Test and Balance report
- Prepared the final commissioning report documenting all commissioning activities

Project Type
Education

Owner
Sarasota County School Board

Construction Cost
$90 Million

Project Size
430,000 SF

Project Completion
2014

Services Provided
Commissioning

Contact
Sue Bouffard
941.361.6680

Harriet R. Tubman Elementary School

New Orleans, Louisiana





Summary

SSRCx provided commissioning services for the renovation of this school in New Orleans, LA. This renovation of a historic 1917 two-story structure and annex building included upgrades to mechanical, electrical, and plumbing systems and two additions in the interior courtyard area.

Systems Commissioned

- Heating, ventilating and air conditioning systems – energy management system, roof top units including energy recovery units (air-to-air energy recovery equipment), packaged rooftop air conditioning and heat pump units and split system air conditioners; HVAC power ventilators, air terminal units and unit heaters
- Plumbing systems – domestic water systems
- Lighting and day-lighting controls

Project Type

Education

Owner

Recovery School District

Construction Cost

$16.5 Million

Project Size

65,700 SF (Total)
12,000 SF (Additions)

Project Completion

2016

Services Provided

Commissioning

Contact

Jonathan Perret
504.427.7858

Hunter B. Andrews - PK-8 School

Hampton, Virginia







Summary

The Hunter B. Andrews PK-8 School is a primary education facility located in Hampton, VA. It is one of two school construction projects within the Hampton City School System for which SSRCx provided LEED® Fundamental Commissioning services simultaneously.

Hunter B. Andrews PK-8 School is LEED Silver® certified.

Systems Commissioned

Mechanical Systems

- HVAC heating hot water system including hot water boilers, hot water pumps, and chemical treatment
- Chilled water system including chilled water pumps, air-cooled chillers and associated equipment, and chemical treatment
- Air handling equipment including return fans, VFDs, and other supporting equipment
- 20% sampling of the unit heaters and similar devices
- 50% sampling of the exhaust fans and ventilation fans (100% of kitchen hood fans)
- 20% sampling of the terminal boxes indicated on the plans
- HVAC controls associated with the above equipment
- Natural gas system

Project Type
Education

Owner
Hampton City Schools

Construction Cost
$49.5 Million

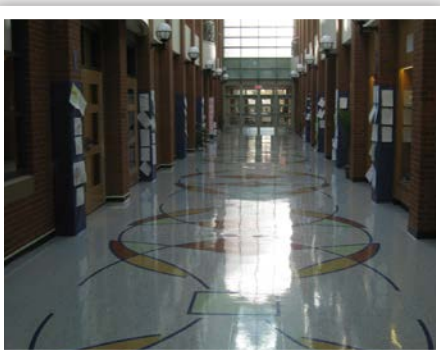
Project Size
202,000 SF

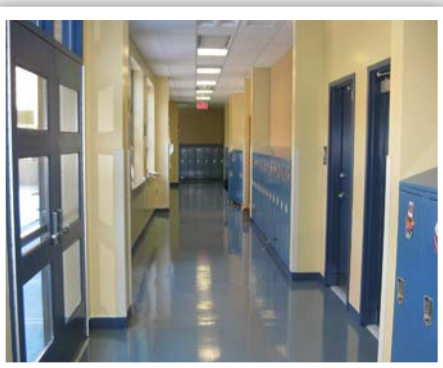
Project Completion
2011

Services Provided
Commissioning

Hill Central School
New Haven, Connecticut







Summary
The Hill Central School is a Pre-K through 8th Grade primary education facility located in New Haven, CT. It is one of 14 school construction projects within the New Haven Public School System for which SSRCx has provided commissioning services.

Systems Commissioned
Mechanical Systems
- Air handling units and components (fans, VFDs, coils, filters)
- Kitchen make-up air unit and/or kitchen exhaust fans
- Exhaust fans and combustion air fans
- Air terminal units (including any "chilled beams" incorporated in the design)
- Radiant ceiling panels, radiant wall panels, and fin tube radiation
- Data room split-system A/C units
- Unit heaters
- Representative sampling of HVAC ductwork on each AHU system
- Representative sampling of HVAC piping systems (both heating & cooling)
- Fire, smoke, and fire smoke dampers
- Central utility plant: the heating hot water system including boilers, pumps, VFDs, and auxiliary equipment (limited functional testing only to support Hill Central equipment testing and verification that capacities can be met with both schools online)
- Central utility plant: the chilled water system including chillers, cooling towers, chilled water and condenser water pumps, VFDs, and auxiliary equipment (limited functional testing only to support Hill Central equipment testing and verification that capacities can be met with both schools online)

Project Type
Education

Owner
New Haven Public Schools

Construction Cost
$25 Million

Project Size
80,000 SF

Project Completion
2010

Services Provided
Commissioning

Bristow Elementary School
Bowling Green, Kentucky



Systems Commissioned

Mechanical Equipment and Systems

- Classroom heat pumps – 25% sampling
- Heat pump with domestic water heating option and all associated equipment
- Heat pump with hot water heating option and all associated equipment
- Outside air energy recovery unit
- Terminal VAV boxes – 25% sampling
- Kitchen range hood system including associated exhaust fans
- Exhaust fans and circulating air fans
- Unit heaters
- Terminal A/C units
- Hydronic pumps – 25% sampling of those associated with classroom heat pumps, and 100% of others
- HVAC controls associated with the above equipment
- Test and Balance verification

Plumbing Equipment and Systems

- Domestic hot water systems
- Building system including storage tanks, recirculation pumps, and mixing valves
- Pressbox/concession water heater and recirculation pump
- Dishwasher booster water heater

Electrical Equipment and Systems

- Classroom lighting controls including daylighting controls – 25% sampling

Project Type
Education

Owner
Warren County Board of Education

Construction Cost
$12.7 Million

Project Size
80,000 SF

Project Completion
2012

Services Provided
Commissioning

Benjamin Jepson School
New Haven, Connecticut







Systems Commissioned

Mechanical Equipment and Systems
- Piping systems
- Ductwork
- Variable frequency drives
- Air handlers
- Terminal units
- Unit heaters
- Fans
- Testing, adjusting, and balancing work
- HVAC control system
- Fire and smoke dampers

Plumbing Equipment and Systems and Fire Sprinkler
- Domestic water heaters, recirculation system, and booster pumps
- Fire protection systems

Electrical Equipment and Systems
- Lighting controls
- Lighting occupancy sensors
- Power distribution system
- Security system
- Emergency power system
- Fire alarm system
- Communication systems (intercom and auxiliary sound)
- Public address/paging

Project Type
Education

Owner
New Haven Public Schools

Construction Cost
$37 million

Project Size
100,000 SF

Project Completion
2010

Services Provided
Commissioning

Woodland Middle School
North Port, Florida





Systems Commissioned
Mechanical Equipment and Systems
- Chilled water systems including the new chilled water pumps, chillers, thermal storage, and associated equipment
- Air handling systems including return fans VFDs, dehumidification units, and supporting equipment
- Thru-wall air conditioning units
- Duct heaters
- Exhaust fans and ventilation fans
- Terminal boxes

Plumbing Equipment and Systems
- Domestic hot water systems

Electrical Equipment and Systems
- Lighting controls

Commissioning Tasks Performed
- Reviewed the Owner's Project Requirements (OPR) and Basis of Design (BOD)
- Developed a preliminary commissioning plan with Prefunctional Checklists (PFCs) and Functional Performance Tests (FPTs)
- Reviewed the design development documents
- Conducted a review of the design during the construction documents phase, focusing on compliance with the OPR and BOD
- Prepared the specifications for commissioning
- Prepared PFCs for execution by the appropriate subcontractors
- Reviewed contractor submittals relative to systems being commissioned for compliance with the OPR and BOD
- Prepared the FPTs
- Directed the execution of the FPTs by the appropriate subcontractors
- Reviewed Testing, Adjusting, and Balancing (TAB) reports and observed TAB procedures for verification purposes
- Reviewed and verified independent electrical testing agency (IETA) reports
- Observed a sampling of the pipe and duct testing

Project Type
Education

Owner
Sarasota County Schools

Construction Cost
$50 Million

Project Size
175,000 SF

Project Completion
2009

Services Provided
Commissioning

Cardinal Ridge Elementary School
Centreville, Virginia



Systems Commissioned

Mechanical Systems
- Energy management system
- Hydronic pumps
- Condensing boilers
- Rotary-screw water chillers
- Cooling towers
- Air-to-air eergy recovery equipment
- Modular central station air handling units
- Packaged rooftop air conditioning and heat pump units
- Indirect-fired makeup air units
- Split system air conditioners
- Fan coil units
- HVAC power ventilators
- Air terminal units
- Unit heaters
- Air doors
- Wall heaters

Plumbing Systems
- Domestic water pumps
- Sump pumps
- Domestic water heating

Electrical Systems
- Lighting control devices
- Switchboards
- Panel boards (including 20% sampling of circuit breakers)
- Engine generators
- Transfer switches
- Interior lighting
- Exterior lighting

Communications Systems
- Promethean boards
- Wireless clock and tone generation system
- Intercommunications and program systems
- Gymnasium sound system
- Digital addressable fire alarm system
- Area of refuge intercom system

Project Type
Education

Owner
Loudon County Public Schools

Construction Cost
$25.3 Million

Project Size
106,000 SF

Project Completion
2014

Services Provided
Commissioning

Contact
Scott Klose
571.252.1161

Wakefield High School
Arlington, Virginia





Systems Commissioned

Mechanical Systems

- Geothermal system including field well pumps, geothermal vault, geothermal loop pumps, hot water boilers, system chemical feed, and geothermal system
- Hot water systems including hot water pumps, water to water heat pumps (tested first with the temporary cooling tower system and then the ground source system), and hot water systems
- Energy recovery loop system including energy recovery pumps, heat exchanger coils, and energy recover system
- Pool dehumidification unit
- Energy recovery units
- Roof top units
- Kitchen make-up air unit
- Lab exhaust fans
- Kitchen hood exhaust fans
- Dryer exhaust fans
- General and toilet exhaust fans
- Supply terminal boxes, 100% tested
- Return/exhaust terminal boxes, 100% tested
- Fan powered boxes, 100% tested
- Water source heat pumps – horizontal, 100% tested
- Water source heat pumps – vertical, 100% tested
- Unit heaters
- HVAC controls

Plumbing Systems

- Rain water reclaim tank
- Solar domestic hot water heating system
- Domestic water heaters and circulating pumps
- Electric water heaters

Electrical Systems

- Lighting control system

Project Type
Education

Owner
Arlington Public Schools

Construction Cost
$115 Million

Project Size
403,900 SF

Project Completion
2013

Services Provided
Commissioning

Contact
Steven Stricker
703.228.6613

Gulf Trace Elementary School
Holiday. Florida







Summary
Gulf Trace Elementary School is owned by the School District of Pasco County. The campus includes six buildings (four buildings house ten pods of four classrooms each), a covered shelter for physical education, basketball courts, and a large playing field. Besides classrooms, the buildings also have a media resource center, a computer lab, an art room, a music room with a keyboard lab, a cafeteria, administrative offices, and several resource rooms. The campus achieved silver certification in 2008, exceeding the owner's expectations and becoming the first K-12 public school in Florida to reach LEED Silver®.

Sustainable Highlights
- White roofing was installed to reduce cooling loads and prevent the heat island effect
- A comprehensive recycling program was implemented during the construction process to divert waste from the landfill
- Preference was given to building materials containing recycled content and those produced regionally
- Low VOC paints, adhesives, sealants, and carpets were used to reduce occupant exposure to chemicals
- Preferred parking spaces are provided for low-emitting and fuel-efficient vehicles, promoting the conservation of resources, and decreased pollution
- Efficient plumbing fixtures were installed, resulting in a projected annual water savings of over 30%

Certification Information
LEED for New Construction
LEED Silver® certified

Project Type
Education

Owner
School District of Pasco County

Construction Cost
$14 Million

Project Size
90,000 SF

Project Completion
2008

Services Provided
LEED® Facilitation, Energy Model, and Commissioning

Atwater Elementary School
North Port, Florida



Summary
Toledo Blade Elementary School is a designated Sarasota County Hurricane Shelter. As such, it will be operated 24 hours a day, 7 days a week as an occupied emergency shelter. This project is Green Globes certified.

Systems Commissioned
Mechanical Equipment and Systems
- Chilled water system including chillers and chilled water pumps
- Ice storage system
- Air handling equipment
- Air terminal boxes
- Exhaust fans
- HVAC controls

Electrical Equipment and Systems
- Lighting control systems

Commissioning Tasks
- Reviewed and documented the Basis of Design (BoD) and Owner's Project Requirements (OPR)
- Conducted a review of the design documents prior to receipt of contractor submittal documents (shop drawings) and performed a back-check of the subsequent design document package for verification of comments being addressed
- Prepared a commissioning plan
- Prepared prefunctional checklists (PFCs) for execution by the contractor
- Prepared the functional performance tests (FPTs)
- Directed the execution of the functional performance tests (FPTs)
- Completed and issued a final commissioning report
- Reviewed contractor submittals for systems being commissioned for compliance with the OPR and BoD
- Developed a systems manual

Project Type
Education

Owner
Sarasota County School Board

Construction Cost
$19.5 Million

Project Size
125,000 SF

Project Completion
2010

Services Provided
Commissioning

Contact
Sue Bouffard
941.361.6680

COMMISSIONING EXPERIENCE

K-12 References

Client	Owner's Representative	Phone	Email	SSRCx Role
Rockford Public Schools	Paul Paoliini	815-966-3116	Paul.Paolini@rbic.com	Commissioning
Harvard Community School District	Ian Lamp	847-741-7220	ilamp@lampinc.net	Commissioning
Chicago Public Schools	Deeta Bernstein	312-930-5251	deeta.bernstein@cityof-chicago.org	Commissioning
New Haven School District	Webster Grouten, Jr.	203-946-2812	wgrouten@gilbaneco.com	Commissioning
Sarasota County School Board	Mark Smith	941-361-6680	Mark.Smith@saraso-tacountyschools.net	Commissioning

SERVICES



SSRCx, a division of Smith Seckman Reid, offers client-centered, high-quality services resulting in first class facilities and lasting relationships with builders and owners across the country. SSRCx has the experience and proven track record to get building systems operating as designed.

New Construction Commissioning and LEED® Commissioning

SSRCx firmly believes that commissioning transcends any one or two phases of a construction project just as there are three phases in the life of a project (planning and design/construction/operational), there also are three phases in the commissioning of a project. We refer to our approach to commissioning as the "Triangle Approach."

Retro-Commissioning

Retro-commissioning is a process that seeks to improve how building equipment and systems function together. Depending on the age of the building, retro-commissioning can often resolve problems that occurred during design or construction, or address problems that have developed throughout the building's life. In all, retro-commissioning improves a building's operations and maintenance procedures to enhance overall building performance.

Continuous Commissioning®

Developed by Texas A&M University, SSRCx is one of a few companies in the world licensed to provide Continuous Commissioning® services. The process focuses on optimizing heating, ventilation, and air conditioning (HVAC) system operation and control for the existing building conditions. Continuous Commissioning® has proven to produce long-term savings using ongoing monitoring of energy consumption with follow-up commissioning, as needed. Also, with the new LEED-O&M rating system, clients can now achieve additional points towards certification with a properly applied Continuous Commissioning® program.

Building Enclosure Commissioning

Building Enclosure Commissioning (BECx) is a quality-based process by which the design and construction of building enclosure systems are evaluated against the project requirements, as established by the owner. These requirements are commonly related to moisture control, air leakage, and energy performance. The commissioned systems typically include air barriers, vapor barriers, insulation, fenestration, roofing, below grade construction, and interior assemblies separating two distinct environments.

Energy Modeling

If necessary for your project, SSRCx can provide an energy model for the beginning in the design development phase and continuing throughout design. The energy model can be used for design assistance in comparing system types and other aspects of design (i.e. compare insulation thicknesses of wall sections) in addition to properly documenting energy performance for the LEED submittal process.

Facility Benchmarking & Energy Analysis

SSRCx has developed a tool, similar to the EnergyStar Portfolio Manager Tool, allowing us to analyze and compare our client's buildings to the normalized national average of similar buildings and determine if energy usage is comparatively high or low and to what degree. This is known as "benchmarking" a facility, and is useful in determining next steps relating to potential strategies for reducing energy usage utilizing the retro-commissioning process.

LEED Feasibility Study

Many clients are not sure if they should pursue certification. Sometimes, clients know they want to pursue LEED but need to know where they stand today in relation to their goal of certification. SSRCx provides this valuable service specifically to help these clients determine if they should pursue LEED or to help them get off to a good start in meeting an already established goal. Our feasibility reports provide clients with a snapshot of where they stand today and present the beginnings of a road map to help them reach their overall sustainability goals.

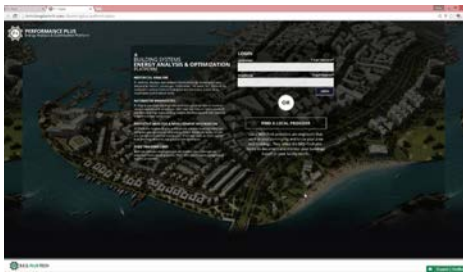
LEED Facilitation

Our approach as LEED facilitator is two-fold – inform and empower. SSRCx has been involved with the LEED Rating System since its inception and has project experience in new construction, existing buildings, commercial interiors, healthcare, and campus and multiple building (volume) applications.

PERFORMANCE PLUS (P+)

Diagnostic Trend Analysis

HVAC System trend data is delivered nightly via email from the Building Automation System (BAS) to our P+ servers. The data is processed and stored in our secure cloud-based enterprise database, and is able to be visually analyzed by experienced commissioning professionals. Trend data which is obtained manually from the BAS or from stand-alone dataloggers can also be imported to the platform.



Automated Fault Detection & Diagnostics

In addition to visual analysis of system operation, another feature of the P+ platform allows customized fault diagnostics 'Expert-Rules' to be set up which are processed on the daily performance data. This enables a large amount of analysis to be performed with 'Alerts' generated and screened by Commissioning Professionals in the P+ Systems Triage interface. This ensures that systems are operating properly over time both during the Acceptance Phase and the Warranty Phase where On-going Commissioning is made possible.



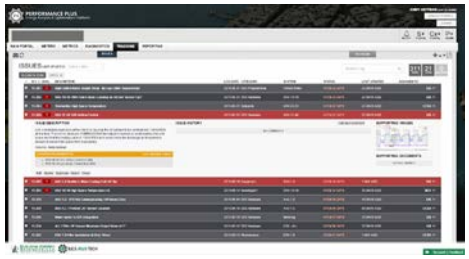
On-Line Issue Tracking

The P+ platform also provides integrated issue tracking functionality which can be accessed and utilized by all members of a commissioning project team such as the commissioning provider, controls contractor, facility personnel, and other project management. This allows for documentation of issues including the attachment of charts, pictures, and documents to the individual issues. Actions taken are tracked until the issue is satisfactorily resolved.



Historical Energy Usage Analysis

Depending on the data available from the facility, P+ is able to archive, display, and analyze historical energy consumption and demand for electric, natural gas, chilled water, hot water, etc. The utility data can be imported down to 15-minute interval data and explored dynamically across any desired time period for historical trend, occupied/unoccupied pattern, weather to energy consumption correlation, baseline/nominal year comparison and other analysis.



Online Set-Up & Administration

All features of the P+ platform are able to be set-up, modified, and customized to suit each individual project and system analysts' preferences. This includes innumerable options such as chart types, line-types/weights/colors, diagnostic rules, virtual point calculations, utility aggregation, and on and on! Various user levels are available to facilitate different roles in the monitoring depending on preference and capabilities.



April 8, 2019

Mr. Gordon Cole
Community High School District 94
157 West Washington Street
West Chicago, Illinois 60185

Community High School District 94
West Chicago Community High School
2019 Addition and Remodeling – Pepper Project #1701709
Special Inspection and Testing Services

Dear Mr. Cole,

Budget proposals were received for the Special Inspection and Testing Services for the 2019 Addition and Remodeling Project at West Chicago Community High School. The scope of work includes testing and inspections of all concrete, steel, and masonry as outlined in the contract documents. This work also includes all testing services, evaluations and analysis for a final written report.

Three (3) contractors proposed to perform the services on a unit cost basis in accordance with the project requirements and schedule. Of the budget proposals received, the lowest contractor was GEOCON Professional Services, LLC. with a total estimated budget proposal of $23,069. Please see attached contractor budget proposals for further breakdown. These professional services will be invoiced as they are performed as needed and/or as directed by the architect and owner.

After a review of the budget proposal and scope of work, Pepper Construction recommends the Board accept the budget proposal and award the project to GEOCON Profession Services for an amount not to exceed $30,000.

Should you have any questions or need any additional information, please do not hesitate to contact me.

Regards,

Marty Platten
Project Executive

Cc: David Blatchley – SD-94
Lance Tritsch – PCC
Kristin Hannemann - PCC

April 3, 2019

Ms. Kristin Hannemann
Project Manager
Pepper Construction Company
643 North Orleans Street
Chicago, IL 60654-3608

Subject: Construction Testing and Inspection Services
West Chicago High School – Building Addition
326 Joliet St.
West Chicago, IL 60185
GEOCON Proposal No.: 19-P181

Dear Mr. Hannemann:

Geocon Professional Services is pleased to submit this proposal for providing construction materials testing services on the above referenced project. A brief description of our understanding of the project and a discussion of the scope of services to be provided are included in the following paragraphs.

PROJECT UNDERSTANDING

The project is located at the above address and will consist of interior renovations and additions at the existing West Chicago Community High School.

SCOPE OF WORK

Geocon Professional Services proposes to provide technical personnel to perform the necessary testing and monitoring services in accordance with the project specifications or other applicable guidelines. It is understood that the testing services required for this project may include the following:

- *Structural Steel Testing and Inspection*
- *Footing and Subgrade Testing and Inspection.*
- *Concrete Testing and Monitoring*
- *Masonry Testing and Inspection*

FEE PROPOSAL

It is proposed to perform the services on a unit charge basis in accordance with the Proposed Fee Schedule and pursuant to the General Conditions, both of which are enclosed herein and considered part of this proposal. Based on the preliminary schedule provided, it is estimated that the total fee for testing services on this project may be on the order of **$23,069.00**. The final compensation will depend upon the actual number of laboratory tests performed and technical time expended for this project. Any special equipment or test procedures not included on the fee schedule can be quoted upon request.

AUTHORIZATION

Geocon Professional Services will proceed with the work on the basis of written authorization. Please sign in the acceptance block below and return one copy of this proposal for our files.

Should you have any questions regarding this proposal, or if we could be of any other assistance, please feel free to call us at our office. We are looking forward to working with you on this project.

Sincerely,

Geocon Professional Services, LLC

Joe Abu-Bakr, EIT
Project Engineer

Attachments: Proposed Fee Schedule
General Conditions

ACCEPTANCE OF PROPOSAL AND ENCLOSURES

FIRM: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

GEOCON PROFESSIONAL SERVICES

Construction Testing Cost Estimate - Proposal No. 19-P181

WCCHS - Building Addition and Renovations - West Chicago, Illinois - April 3, 2019

ITEM 1: Mass Earthwork, & Foundations

Senior Engineering Technician: Perform inspection of demolition and mass grading including proofrolls and compaction testing. Perform testing & inspection for foundation subgrade and concrete for footings, piers and walls.

Estimated Total Hours:				
0 days @	8 hrs./day	0.0 Hours	Mass Grading & Demolition
0 days @	4 hrs./day	0.0 Hours	Mass Grading & Demolition
0 days @	8 hrs./day	0.0 Hours	Foundation Excavation & Concrete (13 Days)
8 days @	4 hrs./day	32.0 Hours	Foundation Excavation & Concrete (13 Days)
0 days @	8 hrs./day	0.0 Hours	Foundation Walls & Piers Concrete (10 Days)
5 days @	4 hrs./day	20.0 Hours	Foundation Walls & Piers Concrete (10 Days)
0 days @	8 hrs./day	0.0 Hours	Foundation Walls & Piers Backfill (assumes Ca-7)
2 days @	4 hrs./day	8.0 Hours	Foundation Walls & Piers Backfill (assumes Ca-7)
15 days		60.0 Hours	
0 days	8.0 hrs./day	0.0 Hours	(Overtime)
0 days		0.0 Hours	

Item	Quantity	Unit Fee	Total
Senior Engineering Technician	60.0 Hours	$ 108.00	$ 6,480.00
Senior Engineering Technician - Overtime	0.0 Hours	$ 162.00	$ -
Nuclear Density Gauge, per day	0.0 Days	$ 40.00	$ -
Concrete Compression Tests, per cylinder	50.0 Test	$ 20.00	$ 1,000.00
Moisture Density Test, per test	1.0 Test	$ 185.00	$ 185.00
Trip Charges (inc. mileage, truck charges)	15.0 Trips	$ 65.00	$ 975.00
Project Engineer	3.0 Hours	$ 125.00	$ 375.00
Senior Project Manager	1.0 Hours	$ 165.00	$ 165.00

Earthwork and Foundations Total: $ 9,180.00

ITEM 2: Cast-in-Place Concrete Inspection & Testing

Senior Engineering Technician: Perform Proofroll and Compaction Testing for Pad and Stone, Concrete Sampling & Testing

Estimated Total Hours:				
0 days @	8 hrs./day	0.0 Hours	Subgrade, stone subbase
3 days @	4 hrs./day	12.0 Hours	Subgrade, stone subbase
0 days @	8 hrs./day	0.0 Hours	Slab-on-grade
3 days @	4 hrs./day	12.0 Hours	Slab-on-grade
0 days @	8 hrs./day	0.0 Hours	Slab on Deck and Stairs
2 days @	4 hrs./day	8.0 Hours	Slab on Deck and Stairs
8 days @		32.0 Hours	
0 days	0.0 hrs./day	0.0 Hours	(Overtime)
0 days		0.0 Hours	

Item	Quantity	Unit Fee	Total
Senior Engineering Technician	32.0 Hours	$ 108.00	$ 3,456.00
Senior Engineering Technician-Overtime	0.0 Hours	$ 162.00	$ -
Floor Flatness Technician	0.0 Hours	$ 162.00	$ -
Floor Flatness Machine, per test	0.0 Tests	$ 120.00	$ -
Nuclear Density Gauge, per day	2.0 Days	$ 40.00	$ 80.00
Concrete Compression Tests, per cylinder	30.0 Tests	$ 20.00	$ 600.00
Relative Humidity Probes, ea	0.0 Tests	$ 58.00	$ -
Calcium Chloride Test, ea	0.0 Tests	$ 22.00	$ -
Trip Charge (incl. mileage, truck charges)	8.0 Trips	$ 65.00	$ 520.00
Project Engineer	2.0 Hours	$ 125.00	$ 250.00
Senior Project Manager	0.0 Hours	$ 175.00	$ -

Cast-in-Place Concrete Inspection & Testing Estimated Total:	$	4,906.00

ITEM 3: Compaction Testing for Site Utilities

Senior Engineering Technician: Perform Spot Compaction Testing for Utilities (Assumes CA-7 Backfill)

Estimated Total Hours:	1 days @	4.0 hrs./day	4.0 Hours	Site Utilities Compaction
	1 days		4.0	
	0 days	0.0 hrs./day	0.0 Hours	(Overtime)
	0 days		0.0 Hours	

Item	Quantity	Unit Fee	Total
Senior Engineering Technician	4.0 Hours	$ 108.00	$ 432.00
Senior Engineering Technician-Overtime	0.0 Hours	$ 162.00	$ -
Nuclear Density Gauge, per day	0.0 Days	$ 40.00	$ -
Trip Charge (incl. mileage, truck charges)	1.0 Trips	$ 65.00	$ 65.00
Project Engineer	0.0 Hours	$ 125.00	$ -
Senior Project Manager	0.0 Hours	$ 165.00	$ -

Compaction Testing for Utilities Estimated Total:	$	497.00

ITEM 4: Bituminous and Concrete Paving Inspection and Testing - None Anticipated

Senior Engineering Technician: Perform Subgrade Inspection and Proofroll, Density Test for stone subbase and Asphalt

Estimated Total Hours:	0 days @	4.0 hrs./day	0.0 Hours	Subgrade and Stone Subbase
	0 days @	4.0 hrs./day	0.0 Hours	Subgrade and Stone Subbase
	0 days @	8.0 hrs./day	0.0 Hours	Asphalt Paving
	0 days @	4.0 hrs./day	0.0 Hours	Asphalt Paving
	0 days		0.0 Hours	
	0 days	0.0 hrs./day	0.0 Hours	(Overtime)
	0 days		0.0 Hours	

Item	Quantity	Unit Fee	Total
Senior Engineering Technician	0.0 Hours	$ 108.00	$ -
Senior Engineering Technician-Overtime	0.0 Hours	$ 162.00	$ -
Nuclear Density Gauge, per day	0.0 Days	$ 40.00	$ -
Trip Charge (incl. mileage, truck charges)	0.0 Days	$ 65.00	$ -
Moisture Density Relationship (Mod. Proctor)	0.0 Tests	$ 210.00	$ -
Project Engineer	0.0 Hours	$ 125.00	$ -
Senior Project Manager	0.0 Hours	$ 165.00	$ -

Bituminous and Concrete Paving Inspection and Testing:	$	-

ITEM 5: Structural Steel Inspection and Testing

Senior Steel Technician: Perform Structural Steel, Bolted Connections and Visual Welds Testing and Inspection

Estimated Total Hours:	0 days @	4 hrs./day	0.0 Hours	Structural Steel - Shop
	10 days @	4 hrs./day	40.0 Hours	Structural Steel/Metal Decking - Field
	10 days		40.0 Hours	
	0 days	0.0 hrs./day	0.0 Hours	(Overtime)
	0 days		0.0 Hours	

Item	Quantity	Unit Fee	Total
Senior Steel Technician (Shop Fabrication Testing)	0.0 Hours	$ 124.00	$ -
Senior Steel Technician (Field Testing)	40.0 Hours	$ 124.00	$ 4,960.00
UT/MT Technician	0.0 Hours	$ 124.00	$ -
UT Machine, Consumables/day	0.0 Days	$ 175.00	$ -
Trip Charge (incl. mileage, truck charges)	10.0 Trips	$ 65.00	$ 650.00
Project Engineer	3.0 Hours	$ 125.00	$ 375.00
Senior Project Manager	1.0 Hours	$ 165.00	$ 165.00

Structural Inspection & Testing Estimated Total:	$	6,150.00

ITEM 6: Sprayed-on-Fireproofing Inspection and Testing - None Anticipated

Senior Technician: Perform Sprayed On Fireproofing Inspection and Testing

Estimated Total Hours:

0 days @	4.0 hrs/day	0.0 Hours	Sprayed On Fireprooring
0 days		0.0 Hours	
0 days	0.0 hrs./day	0.0 Hours	(Overtime)
0 days		0.0 Hours	

Item	Quantity	Unit Fee	Total
Senior Engineering Technician	0.0 Hours	$ 108.00	$ -
Senior Engineering Technician - Overtime	0.0 Hours	$ 162.00	$ -
Trip Charge (incl. mileage, truck charges)	0.0 Trips	$ 65.00	$ -
Fireproofing Density Tests	0.0 Tests	$ 25.00	$ -
Project Engineer	0.0 Hours	$ 125.00	$ -
Senior Project Manager	0.0 Tests	$ 145.00	$ -

Sprayed on Fireproofing Inspection and Testing Estimated Total:	$	-

ITEM 7 : Masonry Testing

Senior Engineering Technician: Observe mixing procedures and cast and transport test specimens.

Estimated Total Hours:

0 days @	8.0 hrs./day	0.0 Hours	Masonry Testing
3 days @	4.0 hrs/day	12.0 Hours	Masonry Testing
3 days		12.0 Hours	
0 days	0.0 hrs./day	0.0 Hours	(Overtime)
0 days		0.0 Hours	

Senior Engineering Technician	12.0 Hours	$ 108.00	$	1,296.00
Concrete Masonry Units, per test	0.0 Tests	$ 65.00	$	-
Masonry prisms, per test (set of 3)	0.0 Tests	$ 220.00	$	-
Grout Cylinders, per cylinder	18.0 Cylinders	$ 20.00	$	360.00
Mortar Cubes, per test	18.0 Tests	$ 20.00	$	360.00
Trip Charge (incl. mileage, truck charges)	3.0 Trips	$ 65.00	$	195.00
Project Engineer, per hour	1.0 Hours	$ 125.00	$	125.00

Masonry Testing Estimated Total:	$	2,336.00

Total Cost: **$ 23,069.00**

1. All field testing will be billed portal to portal to and from our office with a minimum charge of 3 hrs. Full time testing, starting on the sixth consecutive 8 hour day will be billed for onsite time only.
2. Client and or contractor is responsible for providing safe access to all areas needing to be tested and or inspected including manlifts, scaffolds etc.
3. Overtime approved by the Client will be invoiced at 1.5x standard rate for work beyond eight (8) hours/day and Saturdays. Sundays and Holidays will be 2.0 x standard rates.
4. Invoices will be due within 30 days from the date of issue.
5. Cancellations on site = 4 hour charge. Same day Cancellations must be made 2 hours prior to our scheduled arrival time on site.
6. Cancellations prior to our arrival = 2 hour charge. Same day cancellations 2 hours or more prior to our scheduled arrival time.

GENERAL CONDITIONS
GEOCON PROFESSIONAL SERVICES, LLC
Construction Testing Services

Item 1. Scope of Work. GEOCON Professional Services, LLC (GEOCON) shall perform services in accordance with an "agreement" made with the "client". The agreement consists of GEOCON's proposal, Standard Fee Schedule, and these General Conditions. The "client" is defined as the person or entity requesting and/or authorizing the work, and in doing so, client represents and warrants that he is duly authorized in this role, even if performed on behalf of another party or entity, in which case the other party or entity is also considered as the client, The hiring of GEOCON signifies the acceptance of this proposal and the terms of this agreement.

The fees for services rendered will be billed in accordance with the Standard Fee Schedule; unit rates for services not covered in the Fee Schedule or elsewhere in the agreement can be provided. Any cost estimates stated in this contract shall not be considered as a firm figure unless otherwise specifically stated in this contract. The standard prices proposed for the work are predicated upon the client's acceptance of the conditions and allocations of risks and obligations described in the agreement. The client agrees to impart the terms of this agreement to any third party to whom client releases any part of GEOCON's work, GEOCON shall have no obligations to any party other than those expressed in this agreement.

Item 2. Site Access. The client will provide for the right-of-access to the work site. In the event the work site is not owned by the client, client represents to GEOCON that all necessary permissions for GEOCON to enter the site and conduct the work have been obtained. While GEOCON shall exercise reasonable care to minimize damage to the property, the client understands that some damage may occur during the normal course of work, that GEOCON has not included in its fee the cost of restoration of damage, and that client will pay for such restoration costs.

Item 3. Personnel Responsibility. The presence of GEOCON field representatives will be for the purpose of providing observation and field testing, and does not include supervision or direction of the actual work of the contractor, his employees or agents. The contractor (s) for this project should be so advised. The contractor should also be informed that neither the presence of, nor the observation and testing by GEOCON personnel shall excuse the contractor in any way for defects discovered in his work. It is understood that GEOCON will not be responsible for job or site safety of the project. Job and site safety will be the sole responsibility of the contractor unless contracted to others.

Item 4. Observations and Tests. The term "observation" implies only that GEOCON should observe the applicable portions of the work we have agreed to be involved with and perform tests, from which to develop an opinion as to whether the work essentially complies with the job requirements. Client shall cause all tests and observation of the site, materials, and work performed by GEOCON or others to be timely and properly performed in accordance with the plans, specifications and contract documents, and GEOCON's recommendations. No claims for loss, damage or injury shall be brought against GEOCON by client or any third party unless all tests and observations have been so performed and unless GEOCON's recommendations have been followed.

Item 5. Accuracy of Test Locations and Elevations. The accuracy and proximity of provided survey control will affect the accuracy of in-situ test location and elevation determinations. Unless otherwise noted, the accuracy of test locations and elevations will be commensurate only with pacing and approximate measurements or estimates.

Item 6. Degree of Certainty of Compliance. With any manufactured product, there are statistical variations in its uniformity, and in the accuracy of tests used to measure its qualities. As compared with other manufactured products, field construction usually has wider fluctuations in both product and test results. Thus, even with very careful observations and testing, it cannot be said that all parts of the product comply with the job requirements. Our proposal is for the Scope of Services requested by our client and as scheduled by the client or client's representative. The degree of certainty for compliance with project specifications is much greater with full-time observation and testing than it is with intermittent observation and testing.

Item 7. Hazardous Materials and Conditions. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the client, or other involved or contacted parties, to advise GEOCON of any known or suspected undocumented fills, hazardous materials, by-products, or constituents, and any known environmental, geologic, and geotechnical conditions, which exist on or near any premises upon which work is to be performed by GEOCON employees or subcontractors or which in any other way may be pertinent to GEOCON's proposed services.

The discovery of unanticipated hazardous materials, or suspected hazardous materials, may require that special and immediate measures by exercised to protect the health and safety of GEOCON site personnel and/or the public. GEOCON may at its option and on the basis of its judgment and opinion, exercise such precautions to complete the project, or terminate further work on the project. In either case, the client will be notified as soon as practically possible, and the client agrees to bear all reasonable and equitable cost adjustments, if any, associated with such measures taken.

Item 8. Reports and Ownership of Documents. GEOCON will furnish three copies of the report to the client. Additional copies will be furnished to the owner or others at the rate specified in the fee schedule. All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by GEOCON as instruments of service, shall remain the property of GEOCON, unless there are other contractual agreements. GEOCON will retain final reports relating to the services performed for a period of 5 years following submission of the report. Client agrees to return upon demand and will not use for any purpose whatsoever all reports and other work furnished to client or his agent which are not paid for.

Item 9. Confidentiality. GEOCON shall hold confidential the business and technical information obtained or generated in performance of services under this agreement and identified in writing by the client as "confidential". GEOCON shall not disclose such information except if such disclosure is required by governmental statute, ordinance, or regulation; for compliance with professional standards of conduct for public safety, health, and welfare concerns; or for protection of GEOCON against claims or liabilities arising from performance of its services.

The technical and pricing information contained in any report or proposal submitted by GEOCON is to be considered confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of GEOCON.

Item 10. Standard of Care. GEOCON will perform the services under this agreement in accordance with generally accepted practice, in a manner consistent with that level of care and skill ordinarily exercised by members of this profession under similar circumstances. No other warranties implied or expressed, in fact or by law, are made or intended in this agreement. The client recognizes that subsurface soil, groundwater, and other materials can vary between sampling and testing points and with time, and that the interpretation of data, and opinions and recommendations made by GEOCON are based solely on obtained data. Such limitations can result in a redirection of conclusions and interpretations where new or changed information is obtained. GEOCON will not be responsible for the interpretation by others, of data obtained by GEOCON.

Item 11. Limitations of Liability. The client agrees to limit GEOCON's liability to the client and all parties claiming through the client or otherwise claiming reliance on GEOCON's services, allegedly arising from GEOCON's professional acts or errors and omissions, to a sum not to exceed the lesser of GEOCON's fees for the services performed on the project, or $25,000.00, provided that such claims are not attributable to GEOCON's gross negligence or intentional misconduct. In this latter event, the limit of liability will be increased to $25,000 less any applicable insurance amount covering alleged damages or claims. In no event shall GEOCON or any other party to this agreement, including parties which may have or claim to have a direct or indirect reliance on GEOCON's services, be liable to the other parties for incidental, indirect, or consequential damages arising from any cause.

Item 12. Insurance and Indemnity. GEOCON represents that the company maintains general liability and property damage insurance coverage considered adequate and comparable with coverage maintained by other similar firms, and that GEOCON's employees are covered by Workman's Compensation Insurance. Certificates of insurance can be provided to the client upon written request. GEOCON shall not be responsible for any loss, damage, or liability beyond the insurance limits and conditions. GEOCON agrees to indemnify the client from and save client harmless against any loss, damage, or liability stemming from acts of gross negligence by GEOCON. Except as expressly set forth in Item Nos, 11 and 12, the client agrees to hold GEOCON, its officers, directors, agents, and employees, harmless from any claims, suits or liability including but not limited to attorney fees, costs of settlement and other incidental costs, for personal injury, death, illness, property damage or any other loss, allegedly arising from or related to GEOCON's performance of work.

Item 13. Modification. This agreement and all attachments pursuant to this agreement represent the entire understanding *between* the parties, and neither the client nor GEOCON may amend or modify any aspect of this contract unless such alterations are reduced to writing and properly executed by the parties hereto. These terms and conditions shall supersede all prior or contemporaneous communications, representations, or agreements, and any provisions expressed or implied in the request for proposal, purchase order, authorization to proceed, or other contradictory provisions, whether written or oral.

Item 14. Termination. This agreement may be terminated by either party upon seven day's prior written notice. In the event of termination, GEOCON shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place GEOCON's files in order and/or protect its professional reputation.

Item 15. Payment. Invoices for performed work will be submitted monthly for services rendered the prior month and/or upon completion of said services, payable within 30 days of invoice date. The fees quoted are based upon an expected timely payment. An interest charge of 1.5% per month will be added to delinquent charges; however, GEOCON at its option may terminate its services due to clients failure to pay when due. In the event of termination of services prior to completion, client shall compensate GEOCON for all services performed prior to and for such termination.

Item 16. Sample Disposal. Unless otherwise agreed, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed of thirty (30) days after submission of GEOCON's report.

PROPOSAL FOR

CONSTRUCTION MATERIALS TESTING SERVICES

WEST CHICAGO HS RENOVATIONS

WEST CHICAGO, ILLINOIS

PROPOSAL NO. 16:18861-CP







ECS Midwest, LLC
1575 Barclay Boulevard
Buffalo Grove, Illinois 60089
(847) 279-0366

ECS Midwest, LLC
9824 Industrial Drive, Suite C
Bridgeview, Illinois 60455
(708) 430-1071

April 05, 2019

Ms. Kristen Hannemann
Pepper Construction Company
411 Lake Zurich Road
Barrington, Illinois

ECS Proposal No. 16:18861-CP

Reference: Proposal for Construction Materials Observation and Testing, West Chicago HS Renovations, 326 Joliet Street, West Chicago, Illinois

Dear Ms. Hannemann:

ECS Midwest, LLC is pleased to submit this revised proposal for providing construction materials observation and testing services for the West Chicago HS Renovations project in West Chicago, IL. This proposal will provide details of our qualifications as well as provide our Scope of Services, Unit Rates and an Estimated Cost based on our review of the information provided.

ECS is qualified to provide these services based on the following:

- On-staff, experienced Professional Engineers (P.E.'s), playing a key role in reviewing all field and laboratory testing reports; (as required in project specifications)
- Numerous ICC and IDOT certified technicians on-staff and Master Special Inspectors;
- AASHTO accredited laboratory participating in proficiency sample testing program with AMRL and CCRL and meeting the general requirements of ASTM E-329;
- Unique and proprietary reporting system that sets the standard for the industry. Field and laboratory reports are submitted to as many as 100 recipients via e-mail within 24 to 36 hours of the performance date. Our typed electronically e-mailed field and laboratory reports with photographs, location diagrams and associated supporting documents are only distributed after reviewed by the project manager and project engineer.

PROJECT OVERVIEW

We understand the project will consist of the following:

- Additions and Renovation to an existing building supported on a shallow foundation system totaling about 50,000 SF.

A detailed scope of services for this project is outlined in this proposal and will generally consist of materials and observation and testing services related to reinforced concrete, earthwork, masonry, structural steel and foundations.

Our services will be invoiced on a time and material basis using the unit rates and terms included with this proposal. A budget estimate has been prepared and presented in this proposal based on experience with similar projects and the information reviewed. The cost of our services are directly related to project sequencing, contractor pace of work, weather and the overall construction progress which are beyond our control.

1575 Barclay Boulevard, Buffalo Grove, IL 60089 • T: 847.279.0366 • F: 847.279.0369 • ecslimited.com
ECS Capitol Services, PLLC • ECS Florida, LLC • ECS Mid-Atlantic, LLC • ECS Midwest, LLC • ECS Southeast, LLP • ECS Southwest, LLP

The total estimated cost is summarized below:

	Proposed Scope of Service	Individual Service Estimated Cost
1.	Construction Materials Observations and Testing (CMOT) Services	**$26,868.00** (billed per unit rates)

ECS MIDWEST QUALIFICATIONS

LABORATORY QUALIFICATIONS

Both locations of ECS in the Chicago area carry laboratory accreditations indicating our commitment to internal quality control processes.

Buffalo Grove, Illinois Location

Our main regional office in Buffalo Grove, Illinois, meets the general requirements of ASTM E329 and is accredited by U.S. Army Corps of Engineers and AMRL and CCRL for various test methods and was reviewed by IDOT for conformance with IDOT requirements for laboratories providing testing of concrete, soil and hot mix asphalt. For AMRL and CCRL the accreditations cover testing/services related to the following:

- **Quality Management System** - accredited since 6/9/2003;
- **Asphalt Mixture** - accredited since 6/24/2003;
- **Soil** - accredited since 6/9/2003;
- **Aggregate** - accredited since 6/9/2003;
- **Sprayed Fire-Resistive Material** - accredited since 1/23/2012;
- **Concrete** - accredited since 4/22/2004;
- **Masonry** - accredited since 7/14/2011;

Bridgeview, Illinois Location

Our Bridgeview office also meets the general requirements of ASTM E329 and is accredited by Construction Materials Engineering Council, Inc. (CMEC) for various ASTM and AASHTO test methods. The test methods are outlined in the CMEC Website at www.cmec.org and identified below:

- **Quality Management System** - accredited since 01/26/2015;
- **Soil** - accredited since 01/26/2015;
- **Aggregate** - accredited since 01/26/2015;
- **Concrete** - accredited since 01/26/2015;

TECHNICIAN QUALIFICATIONS

Many ECS technicians have over 10 years of experience in construction materials testing and multiple certifications including **ICC Special Inspector (meeting IBC Special Inspection requirements)**, PTI (Post Tension Institute) and IDOT (as shown in the table below). Our technician selection would be based on skill, ability, certifications and required services for the project.

A table is provided below summarizing the certifications for representative ECS field technicians:

Technician Name	ACI Level 1	IDOT PCC I	IDOT PCC II	IDOT HMA I	IDOT HMA II	IDOT HMA III	IDOT S-33 (Soil)	ICC Masonry	ICC Reinforced Concrete	ICC Soils	ICC Fireproofing	ICC Welding	ICC Steel and Bolting	Certified Welding Inspector (CWI)	PT Level I/II	Ultrasonic Level II	Floor Flatness	Other
Perrie Klaja	X	X		X	X		X	X			X	X	X	X				IDOT Bridge Inspector
Rey Velazquez	X	X	X	X			X	X		X					X			
Jon Wharton	X	X	X	X	X		X	X	X	X			X		X		X	NICET Level I
Willie Gibbs	X	X		X	X		X								X		X	
Ashok Gandhi	X	X		X	X		X	X										
Paresh Kadakiya	X	X		X	X		X	X			X							IDOT Bridge Inspector
Paul Lyman	X	X		X	X		X			X								
James Christmas	X						X											
Ed Dore’	X		X	X					X		X				X			
Richard Sippel	X	X	X	X	X		X	X	X	X	X		X		X			
Adrian Allen	X	X		X			X				X				X			
Leslie Wilson	X	X	X				X											
Thaddeus Lee	X	X					X								X			
Michael Stone	X	X												X				
Frank Cermak	X	X					X											
Kevin Mose	X	X		X	X		X								X			
Pat Walsh	X	X	X															
Subhash Modi	X	X	X	X	X	X	X	X	X	X	X	X	X		X			ICC Master Special Inspector

ECS field and laboratory technicians hold numerous ICC, ACI, NICET and/or IDOT certifications in soil, concrete masonry, bituminous, fireproofing, structural steel testing and post-tensioning observation. The technician(s) assigned to this project would be experienced and certified to test and observe the materials placed on this project. We can provide you with the resume and certifications of the personnel assigned to this project, prior to the start of our activities on site.

The engineering technician is under the supervision of a Project Engineer, who is responsible for monitoring job progress, ECS performance, and project status and budget. The Project Engineer is responsible to a Principal Engineer, who regularly monitors progress and provides additional technical expertise for unusual or difficult circumstances. We anticipate that the Project Engineer will review the progress of the project daily, while the Principal Engineer will provide technical direction where required.

UNIT RATE SCHEDULE AND TOTAL ESTIMATED COST

The proposed scope of services included as Appendix I will be billed in accordance with the unit rate schedule provided as Appendix II of this proposal. It is our belief that all requested services have been included in our unit price list and accounted for in our estimated cost. Should supplemental services be deemed necessary at a later date, they would be invoiced at the rate noted on the ECS fee schedule in effect at that time, unless otherwise agreed upon in advance.

The services described in this proposal would be rendered portal-to-portal from our office in Bridgeview, Illinois, with a trip charge (mileage) of $35 and 1 hour of travel round-trip charged as travel-related expenses to normalize our travel to the project site**.** Our unit rates are based on a normal 8-hour workday, Monday through Friday, between normal business hours of 7:00 a.m. to 4:30 p.m. Overtime beyond 8 hours/day, outside normal hours and on Saturdays will be invoiced at a rate of 1.5 times the normal hourly rate indicated above.

All site visits will be subject to a 4 hour minimum (on-site) and plus the above noted travel related charges will apply. ECS technicians are represented by IUOE Local 150. As such, for time on-site greater than 4 hours, an 8 hour minimum and travel related charges will apply. Scheduling should occur prior to 4:00 p.m. on the day before services are required. It is the responsibility of a designated agent, such as the general contractor, to contact us in advance when requesting services. A $250 charge will be assessed for same day cancellations.

This total estimated cost proposal has been prepared for your budgeting purposes and is the product of careful consideration of all information available to us during preparation of this proposal.

EXCLUSIONS

The Estimated Cost provided herewith represents standard construction materials testing services and does not include costs associated with the following:

- deviations from the assumed quantities and timeframes presented in this proposal;
- site visits for the specific task of retesting failed tests;
- overtime beyond our contingency or on Saturdays (unless clearly identified in our Estimated Cost);
- minimum charges associated with the cancellation of our services;
- engineering associated with extraordinary site conditions;
- costs associated with security clearance/safety orientation;

Should costs associated with these items be incurred, they will be invoiced in accordance with the Project Unit Rate schedule provided as Appendix II and will be considered an extra to our cost estimate.

BUDGET ESTIMATE
Construction Materials Testing

Structure Renovations		Quantity	Units	Unit Cost	Est.Total
Engineering Technician(Foundations/Earthwork)	6 trips at 5 hours/trip	30	HR	$94.00	$2,820.00
Engineering Technician (Concrete/Masonry)	25 trips at 5 hours/trip	125	HR	$94.00	$11,750.00
Structural Steel Technician, CWI	12 trips at 5 hours/trip	60	HR	$94.00	$5,640.00
Concrete/Mortar/Grout Compressive Strength	25 sets of 5 cylinders	125	EA	$15.00	$1,875.00
Sample Pickup	12 trips at 1 hour/trip	12	HR	$94.00	$1,128.00
Modified Proctor		1	EA	$135.00	$135.00
Nuclear Gauge		8	DAY	$25.00	$200.00
Trip Charge (mileage/truck)		55	TRIP	$35.00	$1,925.00
Project Manager		5	HR	$135.00	$675.00
Principal Engineer		3	HR	$180.00	$540.00
Field Services Secretary		3	HR	$60.00	$180.00

ESTIMATED COST: $26,868.00

The estimated cost for services as noted is **$26,868.00** as a base budget. It is important to note that this figure was determined through careful consideration of the scope of services required, our review of the information provided and the rate of progress expected at this time. Because we are unable to control the actual rate of progress, we would only consider this estimate a not-to-exceed amount contingent upon strict adherence to the schedule duration's and scope of services used as a basis in this proposal. You will only be invoiced for units utilized. We will monitor our costs and inform you should the actual total approach the estimate provided.

BILLING AND CONTRACT CONDITIONS

Invoices will be issued on a monthly basis and will provide a week by week breakdown of billing units, unless modified by request of the client. Upon request, ECS can provide a separate invoice for services provided outside of the proposed scope of work. Invoices are normally processed on or around the 10th of each month and represent costs incurred during the previous month. These invoices will also display a monthly cumulative summary of project costs to date. This monthly summary will serve as a means of monitoring expenses as they relate to job progress.

SUMMARY AND ACCEPTANCE

Attached to this letter, and an integral part of our proposal, are our "Terms and Conditions of Service". These conditions represent the current recommendations of the ASFE/The Geo-Professional Business Association, the Consulting Engineers' Council, and the Geotechnical Division of the American Society of Civil Engineers. Should these services be authorized without receiving a written copy of this contract, the terms and conditions of this contract shall, nevertheless be in effect, even in the absence of a written acceptance by you.

Our insurance carrier requires that we receive written authorization prior to initiation of work, and a signed contract prior to the release of any work product. This letter is the agreement for our services. Your acceptance of this proposal may be indicated by signing and returning the enclosed copy to us.

We are pleased to have this opportunity to offer our services and look forward to working with you on the project.

Respectfully,

ECS MIDWEST, LLC

Prepared By:	**Reviewed By:**
Hemanth Pulugum	Jay Naik, P.E.
Project Manager	CMT Dept. Manager/Principal

Attachments:
- Appendix I - Scope of Services
- Appendix II - Project Unit Rates
- Appendix III - ECS Company Information/Qualifications
- Appendix IV - Proposal Acceptance and ECS Terms and Conditions

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APPENDIX I - SCOPE OF SERVICES

A. Earthwork/Foundations:

1. Perform appropriate laboratory testing on materials proposed for use as fill, backfill and slab-on-grade base course in accordance with project specifications. Testing may include:
    - Proctor Moisture Density Relationships ASTM D-698, D-1557
2. Observe excavation operations to document removal of unsuitable materials including debris, unsuitable soils, and topsoil.
3. Observe proofrolling of exposed soils prior to placement of engineered fill.
4. Observe and test engineered fill placed to develop subgrade for building pad.
5. Observe placement of slab-on-grade base course material to test compliance with project requirements. Perform in-place density tests as required by project specifications, and test each lift for compaction.
6. Where deficiencies are noted during fill placement, suggest and observe remedial actions, including reworking and recompacting of materials.
7. Document that dimensions of foundation elements and report compliance with design specifications and approved drawings.
8. Document the bearing conditions of soils at foundation element subgrades.
9. Provide documentation of events in the field and notify the appropriate persons upon recognition of deficiencies.

B. Cast-in-Place Concrete:

1. Test and report concrete for compliance with the provisions of ACI 318, 301, 214, 304, 305 and 306, local building codes, generally accepted construction practices, and specific project requirements.
2. Observe placement of reinforcing steel and document proper size, grade, spacing cover, cleanliness, length, location and type of splices, and report compliance with project plans and specifications.
3. Observe placement of concrete and document procedures with regard to forming, vibration, and curing.
4. Sample concrete at the frequency stated in the project specifications and perform the following tests and functions:
    - Confirm mix design
    - Slump
    - Air Content
    - Temperature
    - Batch-to-placement time
    - Cast test cylinders

    Sampling, testing, and curing of specimens in the field shall be performed in accordance with applicable ASTM guidelines and project requirements. Additional tests shall be performed as needed in the event deficiencies are encountered. Compliance with extreme weather procedures will also be documented.
5. Cure and test concrete cylinders in the laboratory as directed by the project specifications and in accordance with ACI 318, ASTM C-31 and C-39.
6. Provide documentation of events in the field and notify the appropriate persons upon recognition of deficiencies.

C. Masonry:

1. Periodically observe procedures and materials to document compliance with ACI 530.1, Contract Documents and sound construction practices.
2. Obtain grout prisms as required in the specifications, and test grout for compressive strength as specified in ASTM C 1019.
3. Obtain mortar cylinders as required in the specifications, and test mortar for compressive strength as specified in ASTM C 780.
4. Provide documentation of events in the field and notify the appropriate persons upon recognition of deficiencies.

D. Structural Steel/Precast Connections:

1. Document welder certifications to confirm that all welders have current certifications for welding operations that they perform.
2. Perform the following functions related to structural steel erection in the field:
    - Visual observation of welded and bolted connections.
3. Visual examination of steel deck installation to document installation, i.e. bearing, side and end lap, puddle welds, etc.
4. Visual examination of steel joists to document conditions and installation in accordance with the project specifications and the Steel Joist Institute.
5. Provide documentation of events in the field and notify the appropriate persons upon recognition of deficiencies.

APPENDIX II - PROJECT UNIT RATES

FIELD SERVICES	UNIT RATE
1. Engineering Technician	$ 94.00/hour
2. Structural Steel Technician	$ 94.00/hour
3. Trip Charge (mileage)	$ 35.00/trip
4. Nuclear Density Gauge Charge	$ 25.00/day
5. Sample Pick Up	$ 94.00/hour

ENGINEERING/ADMINISTRATIVE SERVICES

1. Project Manager/Engineer	$ 135.00/hour
2. Principal Engineer	$ 180.00/hour
3. Secretary	$ 60.00/hour

LABORATORY and RELATED SERVICES

1. Concrete Cylinders/Mortar/Grout Samples	$ 15.00/each
2. Modified Proctor Moisture Density Relationships ASTM D-1557	$ 135.00/each
3. Fireproofing Cohesion/Density Tests	$ 35.00/each

The services described above would be rendered portal-to-portal from our office in Bridgeview, Illinois with a trip charge (mileage) of $35 and 1 hour of travel round-trip charged as travel-related expenses to normalize our travel to the project site. Our unit rates are based on a normal 8-hour workday, Monday through Friday, between normal business hours of 7:00 a.m. to 3:30 p.m. **Overtime beyond 8 hours/day, outside normal hours and on Saturdays will be invoiced at a rate of 1.5 times the normal hourly rate indicated above. Hours on Sundays and Holidays will be invoiced at a rate of 2.0 times the normal hourly rate indicated above. Since it is difficult for us to estimate the amount of weekend work on a project of this duration, we would consider work on weekends or holidays an extra to the contract**. A $250.00 charge will be assessed for same day cancellations.

All site visits will be subject to a 4 hour minimum plus the above noted travel related charges will apply (travel time and mileage). ECS technicians are represented by IUOE Local 150. As such, for time on-site greater than 4 hours, an 8 hour minimum and travel related charges will apply. Scheduling should occur prior to 4:00 p.m. on the day before services are required.

APPENDIX III
COMPANY INFORMATION/QUALIFICATIONS

ECS COMPANY QUALIFICATIONS

ECS Midwest, LLC is a subsidiary of the ECS family of Companies (ECS). ECS is a geotechnical engineering, environmental consulting, construction materials testing and facilities engineering firm headquartered in Chantilly, Virginia, with more than 60+ offices and testing facilities spread across the Mid-Atlantic, Southern and Midwestern states. An employee-owned Subchapter S Corporation whose principal owners are engineers, ECS employs approximately 1400+ personnel and is ranked 75th in *Engineering News-Record's* Top 500 Design Firms (ENR, April 2018). Our Midwest operations include locations in Buffalo Grove, Bridgeview, Kankakee and the Chicago Loop in Illinois as well as Milwaukee and Green Bay, Wisconsin.

ECS Midwest, LLC specializes in the related fields of geotechnical, environmental, and construction materials engineering. Our staff includes registered professional engineers and geologists, certified laboratory technicians and construction inspectors, field engineers, and support personnel.

We have earned a reputation for being highly responsive and a problem solver. A brief description of our groups follows:

- Our **Geotechnical Group** has performed subsurface explorations on numerous projects. It has provided extensive value engineering services for foundation design through use of the pressuremeter. In addition, we have implemented earth retention system monitoring programs on many deep excavation projects and consulted on ground-water control and designed wall and under slab drainage systems.

- Our **Construction Materials Group** has provided testing and inspection services on thousands of projects, with scopes of work reflecting our ability to follow projects from earthwork phases through roofing construction, including such complex activities as adjacent facility monitoring.

- Our **Environmental Group** acts both independently in performing assessments and other environmental activities, and in conjunction with our other departments in evaluating emerging environmental situations on sites under construction.

To assure top quality field personnel, we have developed our own in-house training and certification programs, and we require certifications from outside agencies such as the American Concrete Institute (ACI), the American Welding Society (AWS) and International Code Council (ICC). Our testing laboratories are accredited by IDOT, AASHTO Materials Reference Laboratories (AMRL) and CCRL.

Our reporting systems are fully automated using proprietary database software. We produce and process final field and laboratory reports with the highest efficiency and speed. ECS operates in a very competitive market. As such, we have come to place great emphasis on providing high-quality services to meet specific client needs. The expectations of our clients are the basis for our high standards, and we maintain those standards throughout each project we serve.

ELECTRONIC PAPERLESS REPORTING

ECS field technicians utilize our proprietary Field Report and Electronic Distribution (FRED) system. FRED is a completely electronic system making it a quick, efficient and accurate process. Using a LAPTOP, the Field Technician writes the report on the construction site and transmits it to the office. The Project Manager/Principal Engineer then reviews and approves the report.

With FRED, ECS daily field reports and laboratory reports are generally submitted and on your desk in electronic format within 24 to 36 hours of the performance date. The implementation of electronic distribution has significantly improved efficiency in the review and approval process of reports through the office, while allowing ECS engineering staff to efficiently monitor progress of the project.

What FRED means for our clients:

- **S**peed
- **A**ccuracy
- **V**alue
- **E**fficiency



ECS Field Technician performs tests on materials at the job site, recording the test results directly into a LAPTOP/TABLET.



Test results are transmitted to the office for review by the ECS Project Engineering team by way of cellular phone *before leaving the job site.*



Test reports are reviewed and transmitted to the client within 24 to 36 hours after tests have been completed in the field.

"Setting the Standard for Service"

SAFETY

Safety has always been a top priority at ECS but in 2010 we launched a new initiative to entrench safety as a core value and an integral part of our culture. The STAR initiative places safety at the forefront of everything we do.



Adopting the principles of behavior-based safety, STAR focuses on reinforcing safe practices and increasing safety awareness. We conduct regular safety observations, make safety part of every meeting, hold monthly workshops in every office to train and share ideas for safer work practices, and track leading indicators that enable us to better anticipate at-risk situations and prevent accidents and injuries. As a result, we have lowered our recordable incident rate by over 50% so far, bettering the industry average.

STAR is led by our full-time Director of Corporate Safety Services and supported by all ECS operational managers and local branch safety managers. Yet a distinctive of our safety culture is the grassroots engagement of employees at all levels who help us define safer work practices and improve the overall process. We understand that the best safety cultures are driven by employee commitment, not just compliance.

STAR includes many of the same components of world-class safety programs, such as:

- Activity hazard analyses and pre-task planning
- Weekly, monthly, and annual refresher field and supervisory training, including:
  - Radiation safety for non-users
  - Fall protection
  - Defensive driving
  - Hazardous waste operations and emergency response
  - Materials handling
- Regular onsite safety observations
- Monthly office safety observations
- Radiation safety

At ECS, we believe that “Nothing we do is worth getting hurt.”

APPENDIX IV - PROPOSAL ACCEPTANCE

ECS MIDWEST, LLC

Proposal No.: 18861-CP
Scope of Work: Construction Materials Observation and Testing Services
Location: West Chicago HS Renovations
West Chicago, Illinois

Client Signature: _____ Date: _____

	Proposed Scope of Service	Individual Service Estimated Cost
1.	Construction Materials Observations and Testing (CMOT) Services	**$26,868.00** (billed per unit rates)

Please complete and return this page to ECS to indicate acceptance of this proposal and to initiate work on the above-referenced project. The Client's signature above also indicates that he/she has read or has had the opportunity to read the accompanying Terms and Conditions of Service and agrees to be bound by such Terms and Conditions of Service.

BILLING INFORMATION

(Please Print or Type)

Name of Client: _____
Name of Contact Person: _____
Telephone No. of Contact Person: _____
E-mail Address of Contact Person: _____

Party Responsible for Payment: _____
Company Name: _____
Person/Title _____
Department: _____
Billing Address: _____

_____

_____

Telephone Number: _____
Fax Number: _____
E-mail Address: _____

Client Project/Account Number _____
Special Conditions for Invoice _____
Submittal and Approval _____

ECS MIDWEST, LLC
TERMS AND CONDITIONS OF SERVICE

The professional services (the "Services") to be provided by ECS MIDWEST, LLC ["ECS"] pursuant to the Proposal shall be provided in accordance with these Terms and Conditions of Service ("Terms"), including any addenda as may be incorporated or referenced in writing shall form the Agreement between ECS and Client.

1.0 INDEPENDENT CONSULTANT STATUS - ECS shall serve as an independent professional consultant to CLIENT for Service on the Project, identified above, and shall have control over, and responsibility for, the means and methods for providing the Services identified in the Proposal, including the retention of Subcontractors and Subconsultants

2.0 SCOPE OF SERVICES - It is understood that the fees, reimbursable expenses and time schedule defined in the Proposal are based on information provided by CLIENT and/or CLIENT'S contractors and consultants. CLIENT acknowledges that if this information is not current, is incomplete or inaccurate, if conditions are discovered that could not be reasonably foreseen, or if CLIENT orders additional services, the scope of services will change, even while the Services are in progress.

3.0 STANDARD OF CARE

3.1 **In fulfilling its obligations and responsibilities enumerated in the Proposal, ECS shall be expected to comply with and its performance evaluated in light of the standard of care expected of professionals in the industry performing similar services on projects of like size and complexity at that time in the region (the "Standard of Care"). Nothing contained in the Proposal, the agreed-upon scope of Services, these Terms and Conditions of Service or any ECS report, opinion, plan or other document prepared by ECS shall constitute a warranty or guaranty of any nature whatsoever.**

3.2 CLIENT understands and agrees that ECS will rely on the facts learned from data gathered during performance of Services as well as those facts provided by the CLIENT. CLIENT acknowledges that such data collection is limited to specific areas that are sampled, bored, tested, observed and/or evaluated. Consequently, CLIENT waives any and all claims based upon erroneous facts provided by the CLIENT, facts subsequently learned or regarding conditions in areas not specifically sampled, bored, tested, observed or evaluated by ECS.

3.3 If a situation arises that causes ECS to believe compliance with CLIENT'S directives would be contrary to sound engineering practices, would violate applicable laws, regulations or codes, or will expose ECS to legal claims or charges, ECS shall so advise CLIENT. If ECS' professional judgment is rejected, ECS shall have the right to terminate its Services in accordance with the provisions of Section 25.0, below.

3.4 If CLIENT decides to disregard ECS' recommendations with respect to complying with applicable Laws or Regulations, ECS shall determine if applicable law requires ECS to notify the appropriate public officials. CLIENT agrees that such determinations are ECS' sole right to make.

4.0 CLIENT DISCLOSURES

4.1 Where the Scope of Services requires ECS to penetrate a Site surface, CLIENT shall furnish and/or shall direct CLIENT'S consultant(s) or agent(s) to furnish ECS information identifying the type and location of utility lines and other man-made objects known, suspected, or assumed to be located beneath or behind the Site's surface. ECS shall be entitled to rely on such information for completeness and accuracy without further investigation, analysis, or evaluation.

4.2 "Hazardous Materials" shall include but not be limited to any substance that poses or may pose a present or potential hazard to human health or the environment whether contained in a product, material, by-product, waste, or sample, and whether it exists in a solid, liquid, semi-solid or gaseous form. CLIENT shall notify ECS of any known, assumed, or suspected regulated, contaminated, or other similar Hazardous Materials that may exist at the Site prior to ECS mobilizing to the Site.

4.3 If any Hazardous Materials are discovered, or are reasonably suspected by ECS after its Services begin, ECS shall be entitled to amend the scope of Services and adjust its fees to reflect the additional work or personal protective equipment and/or safety precautions required by the existence of such Hazardous Materials.

5.0 INFORMATION PROVIDED BY OTHERS - CLIENT waives, releases and discharges ECS from and against any claim for damage, injury or loss allegedly arising out of or in connection with errors, omissions, or inaccuracies in documents and other information in any form provided to ECS by CLIENT or CLIENT's agents, contractors, or consultants, including such information that becomes incorporated into ECS documents.

6.0 CONCEALED RISKS - CLIENT acknowledges that special risks are inherent in sampling, testing and/or evaluating concealed conditions that are hidden from view and/or neither readably apparent nor easily accessible, *e.g.*, subsurface conditions, conditions behind a wall, beneath a floor, or above a ceiling. Such circumstances require that certain assumptions be made regarding existing conditions, which may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of a building or component thereof. Accordingly, ECS shall not be responsible for the verification of such conditions unless verification can be made by simple visual observation. Client agrees to bear any and all costs, losses, damages and expenses (including, but not limited to, the cost of ECS' Additional Services) in any way arising from or in connection with the existence or discovery of such concealed or unknown conditions.

7.0 RIGHT OF ENTRY/DAMAGE RESULTING FROM SERVICES

7.1 CLIENT warrants that it possesses the authority to grant ECS right of entry to the Site for the performance of Services. CLIENT hereby grants ECS and its subcontractors and/or agents, the right to enter from time to time onto the property in order for ECS to perform its Services. CLIENT agrees to indemnify and hold ECS harmless from any claims arising from allegations that ECS trespassed or lacked authority to access the Site.

7.2 CLIENT warrants that it possesses all necessary permits, licenses and/or utility clearances for the Services to be provided by ECS except where ECS' Proposal explicitly states that ECS will obtain such permits, licenses, and/or utility clearances.

7.3 ECS will take reasonable precautions to limit damage to the Site and its improvements during the performance of its Services. CLIENT understands that the use of exploration, boring, sampling, or testing equipment may cause minor, but common, damage to the Site. The correction and restoration of such common damage is CLIENT'S responsibility unless specifically included in ECS' Proposal.

7.4 CLIENT agrees that it will not bring any claims for liability or for injury or loss against ECS arising from (i) procedures associated with the exploration, sampling or testing activities at the Site, (ii) discovery of Hazardous Materials or suspected Hazardous Materials, or (iii) ECS' findings, conclusions, opinions, recommendations, plans, and/or specifications related to discovery of contamination.

8.0 UNDERGROUND UTILITIES

8.1 ECS shall exercise the Standard of Care in evaluating client-furnished information as well as information readily and customarily available from public utility locating services (the "Underground Utility Information") in its effort to identify underground utilities. The extent of such evaluations shall be at ECS' sole discretion.

8.2 CLIENT recognizes that the Underground Utility Information provided to or obtained by ECS may contain errors or be incomplete. CLIENT understands that ECS may be unable to identify the locations of all subsurface utility lines and man-made features.

8.3 CLIENT waives, releases, and discharges ECS from and against any claim for damage, injury or loss allegedly arising from or related to subterranean structures (pipes, tanks, cables, or other utilities, etc.) which are not called to ECS' attention in writing by CLIENT, not correctly shown on the Underground Utility Information and/or not properly marked or located by the utility owners, governmental or quasi-governmental locators, or private utility locating services as a result of ECS' or ECS' subcontractor's request for utility marking services made in accordance with local industry standards.

9.0 SAMPLES

9.1 Soil, rock, water, building materials and/or other samples and sampling by-products obtained from the Site are and remain the property of CLIENT. Unless other arrangements are requested by CLIENT and mutually agreed upon by ECS in writing, ECS will retain samples not consumed in laboratory testing for up to sixty (60) calendar days after the issuance of any document containing data obtained from such samples. Samples consumed by laboratory testing procedures will not be stored.

9.2 Unless CLIENT directs otherwise, and excluding those issues covered in Section 10.0, CLIENT authorizes ECS to dispose of CLIENT'S non-hazardous samples and sampling or testing process by-products in accordance with applicable laws and regulations.

10.0 ENVIRONMENTAL RISKS

10.1 When Hazardous Materials are known, assumed, suspected to exist, or discovered at the Site, ECS will endeavor to protect its employees and address public health, safety, and environmental issues in accordance with the Standard of Care. CLIENT agrees to compensate ECS for such efforts.

10.2 When Hazardous Materials are known, assumed, or suspected to exist, or discovered at the Site, ECS and/or ECS' subcontractors will exercise the Standard of Care in containerizing and labeling such Hazardous Materials in accordance with applicable laws and regulations, and will leave the containers on Site. CLIENT is responsible for the retrieval, removal, transport and disposal of such contaminated samples, and sampling process byproducts in accordance with applicable law and regulation.

10.3 Unless explicitly stated in the Scope of Services, ECS will neither subcontract for nor arrange for the transport, disposal, or treatment of Hazardous Materials. At CLIENT'S written request, ECS may assist CLIENT in identifying appropriate alternatives for transport, off-site treatment, storage, or disposal of such substances, but CLIENT shall be solely responsible for the final selection of methods and firms to provide such services. CLIENT shall sign all manifests for the disposal of substances affected by contaminants and shall otherwise exercise prudence in arranging for lawful disposal.

10.4 In those instances where ECS is expressly retained by CLIENT to assist CLIENT in the disposal of Hazardous Materials, samples, or wastes as part of the Proposal, ECS shall do so only as CLIENT'S agent (notwithstanding any other provision of this AGREEMENT to the contrary). ECS will not assume the role of, nor be considered a generator, storer, transporter, or disposer of Hazardous Materials.

10.5 Subsurface sampling may result in unavoidable cross-contamination of certain subsurface areas, as when a probe or excavation/boring device moves through a contaminated zone and links it to an aquifer, underground stream, pervious soil stratum, or other hydrous body not previously contaminated, or connects an uncontaminated zone with a contaminated zone. Because sampling is an essential element of the Services indicated herein, CLIENT agrees this risk cannot be eliminated. Provided such services were performed in accordance with the Standard of Care, CLIENT waives, releases and discharges ECS from and against any claim for damage, injury, or loss allegedly arising from or related to such cross-contamination.

10.6 CLIENT understands that a Phase I Environmental Site Assesment (ESA) is conducted solely to permit ECS to render a professional opinion about the likelihood of the site having a Recognized Environmental Condition on, in, beneath, or near the Site at the time the Services are conducted. No matter how thorough a Phase I ESA study may be, findings derived from its conduct are highly limited and ECS cannot know or state for an absolute fact that the Site is unaffected or adversely affected by one or more Recognized Environmental Conditions. CLIENT represents and warrants that it understands the limitations associated with Phase I ESAs.

11.0 OWNERSHIP OF DOCUMENTS

11.1 ECS shall be deemed the author and owner (or licensee) of all documents, technical reports, letters, photos, boring logs, field data, field notes, laboratory test data, calculations, designs, plans, specifications, reports, or similar documents and estimates of any kind furnished by it [the "Documents of Service"] and shall retain all common law, statutory and other reserved rights, including copyrights. CLIENT shall have a limited, non-exclusive license to use copies of the Documents of Service provided to it in connection with the Project for which the Documents of Service are provided until the completion of the Project.

11.2 ECS' Services are performed and Documents of Service are provided for the CLIENT'S sole use. CLIENT understands and agrees that any use of the Documents of Service by anyone other than the CLIENT, it's licensed consultants and its contractors is not permitted. CLIENT further agrees to indemnify and hold ECS harmless for any errors, omissions or damage resulting from its contractors' use of ECS' Documents of Service.

11.3 CLIENT agrees to not use ECS' Documents of Service for the Project if the Project is subsequently modified in scope, structure or purpose without ECS' prior written consent. Any reuse without ECS' written consent shall be at CLIENT'S sole risk and without liability to ECS or to ECS' subcontractor(s). CLIENT agrees to indemnify and hold ECS harmless for any errors, omissions or damage resulting from its use of ECS' Documents of Service after any modification in scope, structure or purpose.

11.4 CLIENT agrees to not make any modification to the Documents of Service without the prior written authorization of ECS. To the fullest extent permitted by law, CLIENT agrees to indemnify, defend, and hold ECS harmless from any damage, loss, claim, liability or cost (including reasonable attorneys' fees and defense costs) arising out of or in connection with any unauthorized modification of the Documents of Service by CLIENT or any person or entity that acquires or obtains the Documents of Service from or through CLIENT. CLIENT represents and warrants that the Documents of Service shall be used only as submitted by ECS.

12.0 SAFETY

12.1 Unless expressly agreed to in writing in its Proposal, CLIENT agrees that ECS shall have no responsibility whatsoever for any aspect of site safety other than for its own employees. Nothing herein shall be construed to relieve CLIENT and/or its contractors, consultants or other parties from their responsibility for site safety. CLIENT also represents and warrants that the General Contractor is solely responsible for Project site safety and that ECS personnel may rely on the safety measures provided by the General Contractor.

12.2 In the event ECS assumes in writing limited responsibility for specified safety issues, the acceptance of such responsibilities does not and shall not be deemed an acceptance of responsibility for any other non-specified safety issues, including, but not limited to those relating to excavating, trenching, shoring, drilling, backfilling, blasting, or other construction activities.

13.0 CONSTRUCTION TESTING AND REMEDIATION SERVICES

13.1 CLIENT understands that construction testing and observation services are provided in an effort to reduce, but cannot eliminate, the risk of problems arising during or after construction or remediation. CLIENT agrees that the provision of such Services does not create a warranty or guarantee of any type.

13.2 Monitoring and/or testing services provided by ECS shall not in any way relieve the CLIENT'S contractor(s) from their responsibilities and obligations for the quality or completeness of construction as well as their obligation to comply with applicable laws, codes, and regulations.

13.3 ECS has no responsibility whatsoever for the means, methods, techniques, sequencing or procedures of construction selected, for safety precautions and programs incidental to work or services provided by any contractor or other consultant. ECS does not and shall not have or accept authority to supervise, direct, control, or stop the work of any contractor or consultant or any of their subcontractors or subconsultants.

13.4 ECS strongly recommends that CLIENT retain ECS to provide construction monitoring and testing services on a full time basis to lower the risk of defective or incomplete Work being installed by CLIENT'S contractor(s). If CLIENT elects to retain ECS on a part time basis for any aspect of construction monitoring and/or testing, CLIENT accepts the risks that a lower level of construction quality may occur and that defective or incomplete work may result and not be detected by ECS' part time monitoring and testing. Unless the CLIENT can show that the error or omission is contained in ECS' reports, CLIENT waives, releases and discharges ECS from and against any other claims for errors, omissions, damages, injuries, or loss alleged to arise from defective or incomplete work that was monitored or tested by ECS on a part time basis. Except as set forth in the preceding sentence, CLIENT agrees to indemnify and hold ECS harmless from all damages, costs, and attorneys' fees, for any claims alleging errors, omissions, damage, injury or loss allegedly resulting from Work that was monitored or tested by ECS on a part time basis.

14.0 CERTIFICATIONS - CLIENT may request, or governing jurisdictions may require, ECS to provide a "certification" regarding the Services provided by ECS. Any "certification" required of ECS by the CLIENT or jurisdiction(s) having authority over some or all aspects of the Project shall consist of ECS' inferences and professional opinions based on the limited sampling, observations, tests, and/or analyses performed by ECS at discrete locations and times. Such "certifications" shall constitute ECS' professional opinion of a condition's existence, but ECS does not guarantee that such condition exists, nor does it relieve other parties of the responsibilities or obligations such parties have with respect to the possible existence of such a condition. CLIENT agrees it cannot make the resolution of any dispute with ECS or payment of any amount due to ECS contingent upon ECS signing any such "certification."

15.0 BILLINGS AND PAYMENTS

15.1 Billings will be based on the unit rates, plus travel costs, and other reimbursable expenses as stated in the Professional Fees section of the Proposal. Any Estimate of Professional Fees stated in these Terms shall not be considered as a not-to-exceed or lump sum amount unless otherwise explicitly stated. CLIENT understands and agrees that even if ECS agrees to a lump sum or not-to-exceed amount, that amount shall be limited to number of hours, visits, trips, tests, borings, or samples stated in the Proposal.

15.2 CLIENT agrees that all Professional Fees and other unit rates shall be adjusted annually to account for inflation based on the most recent 12-month average of the Consumer Price Index (CPI-U) for all items as established by www.bls.gov when the CPI-U exceeds an annual rate of 2.0%.

15.3 Should ECS identify a Changed Condition(s), ECS shall notify the CLIENT of the Changed Condition(s). ECS and CLIENT shall promptly and in good faith negotiate an amendment to the Scope of Services, Professional Fees, and time schedule.

15.4 CLIENT recognizes that time is of the essence with respect to payment of ECS' invoices, and that timely payment is a material consideration for this agreement. All payment shall be in U.S. funds drawn upon U.S. banks and in accordance with the rates and charges set forth in the Professional Fees. Invoices are due and payable upon receipt.

15.5 If CLIENT disputes all or part of an invoice, CLIENT shall provide ECS with written notice stating in detail the facts of the dispute within fifteen (15) calendar days of the invoice. CLIENT agrees to pay the undisputed amount of such invoice promptly.

15.6 ECS reserves the right to charge CLIENT an additional charge of one-and-one-half (1.5) percent (or the maximum percentage allowed by Law, whichever is lower) of the invoiced amount per month for any payment received by ECS more than thirty (30) calendar days from the date of the invoice, excepting any portion of the invoiced amount in dispute. All payments will be applied to accrued interest first and then to the unpaid principal amount. Payment of invoices shall not be subject to unilateral discounting or set-offs by CLIENT.

15.7 CLIENT agrees that its obligation to pay for the Services is not contingent upon CLIENT'S ability to obtain financing, zoning, approval of governmental or regulatory agencies, permits, final adjudication of a lawsuit, CLIENT'S successful completion of the Project, settlement of a real estate transaction, receipt of payment from CLIENT'S client, or any other event unrelated to ECS provision of Services. Retainage shall not be withheld from any payment, nor shall any deduction be made from any invoice on account of penalty, liquidated damages, or other sums incurred by CLIENT. It is agreed that all costs and legal fees including actual attorney's fees, and expenses incurred by ECS in obtaining payment under this Agreement, in perfecting or obtaining a lien, recovery under a bond, collecting any delinquent amounts due, or executing judgments, shall be reimbursed by CLIENT.

15.8 Unless CLIENT has provided notice to ECS in accordance with Section 16.0 of these Terms, payment of any invoice by the CLIENT shall mean that the CLIENT is satisfied with ECS' Services and is not aware of any defects in those Services.

16.0 DEFECTS IN SERVICE

16.1 CLIENT, its personnel, its consultants, and its contractors shall promptly inform ECS during active work on any project of any actual or suspected defects in the Services so to permit ECS to take such prompt, effective remedial measures that in ECS' opinion will reduce or eliminate the consequences of any such defective Services. The correction of defects attributable to ECS' failure to perform in accordance with the Standard of Care shall be provided at no cost to CLIENT. However, ECS shall not be responsible for the correction of any deficiency attributable to CLIENT-furnished information, the errors, omissions, defective materials, or improper installation of materials by CLIENT's personnel, consultants or contractors, or work not observed by ECS. CLIENT shall compensate ECS for the costs of correcting such defects.

16.2 Modifications to reports, documents and plans required as a result of jurisdictional reviews or CLIENT requests shall not be considered to be defects. CLIENT shall compensate ECS for the provision of such Services.

17.0 INSURANCE - ECS represents that it and its subcontractors and subconsultants maintain Workers Compensation insurance, and that ECS is covered by general liability, automobile and professional liability insurance policies in coverage amounts it deems reasonable and adequate. ECS shall furnish certificates of insurance upon request. The CLIENT is responsible for requesting specific inclusions or limits of coverage that are not present in ECS insurance package. The cost of such inclusions or coverage increases, if available, will be at the expense of the CLIENT.

18.0 LIMITATION OF LIABILITY

18.1 CLIENT AGREES TO ALLOCATE CERTAIN RISKS ASSOCIATED WITH THE PROJECT BY LIMITING ECS' TOTAL LIABILITY TO CLIENT ARISING FROM ECS' PROFESSIONAL LIABILITY, I.E. PROFESSIONAL ACTS, ERRORS, OR OMISSIONS AND FOR ANY AND ALL CAUSES INCLUDING NEGLIGENCE, STRICT LIABILITY, BREACH OF CONTRACT, OR BREACH OF WARRANTY, INJURIES, DAMAGES, CLAIMS, LOSSES, EXPENSES, OR CLAIM EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES) RELATING TO PROFESSIONAL SERVICES PROVIDED UNDER THIS AGREEMENT TO THE FULLEST EXTENT PERMITTED BY LAW. THE ALLOCATION IS AS FOLLOWS.

18.1.1 If the proposed fees are $10,000 or less, ECS' total aggregate liability to CLIENT shall not exceed $20,000, or the total fee received for the services rendered, whichever is greater.

18.1.2 If the proposed fees are in excess of $10,000, ECS' total aggregate liability to CLIENT shall not exceed $50,000, or two (2) times the total fee for the services rendered, whichever is greater.

18.2 CLIENT agrees that ECS shall not be responsible for any injury, loss or damage of any nature, including bodily injury and property damage, arising directly or indirectly, in whole or in part, from acts or omissions by the CLIENT, its employees, agents, staff, consultants, contractors, or subcontractors to the extent such injury, damage, or loss is caused by acts or omissions of CLIENT, its employees, agents, staff,

consultants, contractors, subcontractors or person/entities for whom CLIENT is legally liable.

18.3 CLIENT agrees that ECS' liability for all non-professional liability arising out of this agreement or the services provided as a result of the Proposal be limited to $500,000.

19.0 INDEMNIFICATION

19.1 Subject Section 18.0, ECS agrees to hold harmless and indemnify CLIENT from and against damages arising from ECS' negligent performance of its Services, but only to the extent that such damages are found to be caused by ECS' negligent acts, errors or omissions, (specifically excluding any damages caused by any third party or by the CLIENT.) ECS does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, or any other statute.

19.2 To the fullest extent permitted by Law, CLIENT agrees to indemnify, and hold ECS harmless from and against any and all liability, claims, damages, demands, fines, penalties, costs and expenditures (including reasonable attorneys' fees and costs of litigation defense and/or settlement) ["Damages"] caused in whole or in part by the negligent acts, errors, or omissions of the CLIENT or CLIENT'S employees, agents, staff, contractors, subcontractors, consultants, and clients, provided such Damages are attributable to: (a) the bodily injury, personal injury, sickness, disease and/or death of any person; (b) the injury to or loss of value to tangible personal property; or (c) a breach of these Terms. The foregoing indemnification shall not apply to the extent such Damage is found to be caused by the sole negligence, errors, omissions or willful misconduct of ECS.

19.3 It is specifically understood and agreed that in no case shall ECS be required to pay an amount of Damages disproportional to ECS' culpability. **IF CLIENT IS A HOMEOWNER, HOMEOWNERS' ASSOCIATION, CONDOMINIUM OWNER, CONDOMINIUM OWNER'S ASSOCIATION, OR SIMILAR RESIDENTIAL OWNER, ECS RECOMMENDS THAT CLIENT RETAIN LEGAL COUNSEL BEFORE ENTERING INTO THIS AGREEMENT TO EXPLAIN CLIENT'S RIGHTS AND OBLIGATIONS HEREUNDER, AND THE LIMITATIONS, AND RESTRICTIONS IMPOSED BY THIS AGREEMENT. CLIENT AGREES THAT FAILURE OF CLIENT TO RETAIN SUCH COUNSEL SHALL BE A KNOWING WAIVER OF LEGAL COUNSEL AND SHALL NOT BE ALLOWED ON GROUNDS OF AVOIDING ANY PROVISION OF THIS AGREEMENT.**

19.4 **IF CLIENT IS A RESIDENTIAL BUILDER OR RESIDENTIAL DEVELOPER, CLIENT SHALL INDEMNIFY AND HOLD HARMLESS ECS AGAINST ANY AND ALL CLAIMS OR DEMANDS DUE TO INJURY OR LOSS INITIATED BY ONE OR MORE HOMEOWNERS, UNIT-OWNERS, OR THEIR HOMEOWNER'S ASSOCIATION, COOPERATIVE BOARD, OR SIMILAR GOVERNING ENTITY AGAINST CLIENT WHICH RESULTS IN ECS BEING BROUGHT INTO THE DISPUTE.**

19.5 **IN NO EVENT SHALL THE DUTY TO INDEMNIFY AND HOLD ANOTHER PARTY HARMLESS UNDER THIS SECTION 19.0 INCLUDE THE DUTY TO DEFEND.**

20.0 CONSEQUENTIAL DAMAGES

20.1 CLIENT shall not be liable to ECS and ECS shall not be liable to CLIENT for any consequential damages incurred by either due to the fault of the other or their employees, consultants, agents, contractors or subcontractors, regardless of the nature of the fault or whether such liability arises in breach of contract or warranty, tort, statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use and loss of profit.

20.2 ECS shall not be liable to CLIENT, or any entity engaged directly or indirectly by CLIENT, for any liquidated damages due to any fault, or failure to act, in part or in total by ECS, its employees, agents, or subcontractors.

21.0 SOURCES OF RECOVERY

21.1 All claims for damages related to the Services provided under this agreement shall be made against the ECS Entity contracting with the CLIENT for the Services, and no other person or entity. CLIENT agrees that it shall not name any affiliated entity including parent, peer, or subsidiary entity or any individual officer, director, or employee of ECS, specifically including its professional engineers and geologists.

21.2 In the event of any dispute or claim between CLIENT and ECS arising out of in connection with the Project and/or the Services, CLIENT and ECS agree that they will look solely to each other for the satisfaction of any such dispute or claim. Moreover, notwithstanding anything to the contrary contained in any other provision herein, CLIENT and ECS' agree that their respective shareholders, principals, partners, members, agents, directors, officers, employees, and/or owners shall have no liability whatsoever arising out of or in connection with the Project and/or Services provided hereunder. In the event CLIENT brings a claim against an affiliated entity, parent entity, subsidiary entity, or individual officer, director or employee in contravention of this Section 21, CLIENT agrees to hold ECS harmless from and against all damages, costs, awards, or fees (including attorneys' fees) attributable to such act.

22.0 THIRD PARTY CLAIMS EXCLUSION - CLIENT and ECS agree that the Services are performed solely for the benefit of the CLIENT and are not intended by either CLIENT or ECS to benefit any other person or entity. To the extent that any other person or entity is benefited by the Services, such benefit is purely incidental and such other person or entity shall not be deemed a third party beneficiary to the AGREEMENT. No third-party shall have the right to rely on ECS' opinions rendered in connection with ECS' Services without written consent from both CLIENT and ECS, which shall include, at a minimum, the third-party's agreement to be bound to the same Terms and Conditions contained herein and third-party's agreement that ECS' Scope of Services performed is adequate.

23.0 DISPUTE RESOLUTION

23.1 In the event any claims, disputes, and other matters in question arising out of or relating to these Terms or breach thereof (collectively referred to as "Disputes"), the parties shall promptly attempt to resolve all such Disputes through executive negotiation between senior representatives of both parties familiar with the Project. The parties shall arrange a mutually convenient time for the senior representative of each party to meet. Such meeting shall occur within fifteen (15) days of either party's written request for executive negotiation or as otherwise mutually agreed Should this meeting fail to result in a mutually agreeable plan for resolution of the Dispute, CLIENT and ECS agree that either party may bring litigation.

23.2 CLIENT shall make no claim (whether directly or in the form of a third-party claim) against ECS unless CLIENT shall have first provided ECS with a written certification executed by an independent engineer licensed in the jurisdiction in which the Project is located, reasonably specifying each and every act or omission which the certifier contends constitutes a violation of the Standard of Care. Such certificate shall be a precondition to the institution of any judicial proceeding and shall be provided to ECS thirty (30) days prior to the institution of such judicial proceedings.

23.3 Litigation shall be instituted in a court of competent jurisdiction in the county or district in which ECS' office contracting with the CLIENT is located. The parties agree that the law applicable to these Terms and the Services provided pursuant to the Proposal shall be the laws of the Commonwealth of Virginia, but excluding its choice of law rules. Unless otherwise mutually agreed to in writing by both parties, CLIENT waives the right to remove any litigation action to any other jurisdiction. Both parties agree to waive any demand for a trial by jury.

24.0 CURING A BREACH

24.1 A party that believes the other has materially breached these Terms shall issue a written cure notice identifying its alleged grounds for termination. Both parties shall promptly and in good faith attempt to identify a cure for the alleged breach or present facts showing the absence of such breach. If a cure can be agreed to or the matter otherwise resolved within thirty (30) calendar days from the date of the termination notice, the parties shall commit their understandings to writing and termination shall not occur.

24.2 Either party may waive any right provided by these Terms in curing an actual or alleged breach; however, such waiver shall not affect future application of such provision or any other provision.

25.0 TERMINATION

25.1 CLIENT or ECS may terminate this agreement for breach or these terms, non-payment, or a failure to cooperate. In the event of termination, the effecting party shall so notify the other party in writing and termination shall become effective fourteen (14) calendar days after receipt of the termination notice.

25.2 Irrespective of which party shall effect termination, or the cause therefore, ECS shall promptly render to CLIENT a final invoice and CLIENT shall immediately compensate ECS for Services rendered and costs incurred including those Services associated with termination itself, including without limitation, demobilizing, modifying schedules, and reassigning personnel.

26.0 TIME BAR TO LEGAL ACTION - Unless prohibited by law, and notwithstanding any Statute that may provide additional protection, CLIENT and ECS agree that a lawsuit by either party alleging a breach of this agreement, violation of the Standard of Care, non-payment of invoices, or arising out of the Services provided hereunder, must be initiated in a court of competent jurisdiction no more than two (2) years from the time the party knew, or should have known, of the facts and conditions giving rise to its claim, and shall under no circumstances shall such lawsuit be initiated more than three (3) years from the date of substantial completion of ECS' Services.

27.0 ASSIGNMENT - CLIENT and ECS respectively bind themselves, their successors, assigns, heirs, and legal representatives to the other party and the successors, assigns, heirs and legal representatives of such other party with respect to all covenants of these Terms. Neither CLIENT nor ECS shall assign these Terms, any rights thereunder, or any cause of action arising therefrom, in whole or in part, without the written consent of the other. Any purported assignment or transfer, except as permitted above, shall be deemed null, void and invalid, the purported assignee shall acquire no rights as a result of the purported assignment or transfer and the non-assigning party shall not recognize any such purported assignment or transfer.

28.0 SEVERABILITY - Any provision of these Terms later held to violate any law, statute, or regulation, shall be deemed void, and all remaining provisions shall continue in full force and effect. CLIENT and ECS shall endeavor to quickly replace a voided provision with a valid substitute that expresses the intent of the issues covered by the original provision.

29.0 SURVIVAL - All obligations arising prior to the termination of the agreement represented by these Terms and all provisions allocating responsibility or liability between the CLIENT and ECS shall survive the substantial completion of Services and the termination of the agreement.

30.0 TITLES; ENTIRE AGREEMENT

30.1 The titles used herein are for general reference only and are not part of the Terms and Conditions.

30.2 These Terms and Conditions of Service together with the Proposal, including all exhibits, appendixes, and other documents appended to it, constitute the entire agreement between CLIENT and ECS. CLIENT acknowledges that all prior understandings and negotiations are superseded by this agreement.

30.3 CLIENT and ECS agree that subsequent modifications to the agreement represented by these shall not be binding unless made in writing and signed by authorized representatives of both parties.

30.4 All preprinted terms and conditions on CLIENT'S purchase order, Work Authorization, or other service acknowledgement forms, are inapplicable and superseded by these Terms and Conditions of Service.

30.5 CLIENT's execution of a Work Authorization, the submission of a start work authorization (oral or written) or issuance of a purchase order constitutes CLIENT's acceptance of this Proposal and its agreement to be fully bound the foregoing Terms. If CLIENT fails to provide ECS with a signed copy of these Terms or the attached Work Authorization, CLIENT agrees that by authorizing and accepting the services of ECS, it will be fully bound by these Terms as if they had been signed by CLIENT.

< END OF TERMS AND CONDITIONS OF SERVICE >

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Consulting
Engineers and
Scientists

March 19, 2019, Revised March 26, 2019
GEI Proposal No. 610040

VIA EMAIL: KHannemann@pepperconstruction.com

Ms. Kristin Hannemann
Project Manager
Pepper Construction Company
643 North Orleans Street
Chicago, IL 60654

RE: Revised Proposal for Construction Observation and Related Field and Laboratory Testing Services for West Chicago High School Addition and Remodeling in West Chicago, Illinois

Dear Ms. Hannemann:

As requested in your email to Mr. Patrick Chang dated March 15, 2019, and your current email dated March 20, 2019 requesting a budget for our services, GEI Consultants, Inc. (GEI) has prepared this proposal for construction observation and related field and laboratory testing for the above referenced project.

We understand our services are required for structural steel observation and concrete testing. We have detailed the services we will provide in the Scope of Services in this proposal based upon the construction schedule Revision Date November 5, 2018 provided by Pepper Construction to estimate our field staffing levels and budget for our services.

If you have any questions with regard to our proposal, please contact us at (847) 984-3401. We look forward to the opportunity to work with you again.

Sincerely,

GEI CONSULTANTS, INC.

Varoujan V. Kazanjian
Senior Project Manager

Matthew E. Ribordy, P.E.
Senior Professional

VVK:nls

cc: Patrick Chang, GEI

Attachment: GEI Standard Professional Services Agreement

GEI Consultants, Inc.
400 N. Lakeview Parkway, Suite 140, Vernon Hills, IL 60061
847.984.3401 fax 847.984.3532

Scope of Services

Below is the scope of services that GEI will perform on this project. We recommend that you review our proposed work scope with your team so that any required adjustments can be made prior to the start of work.

Cast-in-Place Concrete

Scope: During cast-in-place concrete for footings, stair infills, geofoam concrete, and replace existing footings in Area "A" operations, we propose to provide technicians to perform the following services:

- Prior to placement of concrete, the steel reinforcement in foundation walls and footings will be checked for bar size, length, number of bars, and overall configuration and compared to approved shop and structural drawings
- Check the ready-mix truck ticket for approved concrete mix number and record the batch to placement time
- Perform air content tests for each truck upon delivery, and for each set of cylinders cast for air entrained mixtures
- Measure concrete and ambient temperatures, and slump for each set of cylinders cast
- Cast a set of 4" x 8" compressive strength specimens consisting of five (5) cylinders for each 100 cubic yards as follows:

	Cylinder Sample Testing					
Mix Design Age	7 days	28 days	56 days	90 days	Reserve	**Total Per Set**
28 days	1	3	0	0	1	**5**

Initially cure the cylinders on-site, and then transport the cylinders to the laboratory the following workday for moist curing and subsequent testing

Structural Steel – Field Observation

During structural steel erection for second floor addition, stairs, and corridor stair ramp, a steel technician will perform the following tests and observations in accordance with projects documents:

1. Field-Bolted Structural Connections
    - Review the installation of high strength fasteners for conformance of the requirements of Sections 2, 3, and 8 of the American Institute of Steel Construction's Specification for Structural Joints using ASTM A325 or A490 Bolts
2. Field Welded Structural Connections
    - Review of applicable welding procedures, welder's certification and material test documentation for conformance to the applicable specification requirements and approved submittals

- Visually review weldments for conformance to the visual acceptance criteria established by the American Welding Society's Structural Welding Code D1.1

- Perform appropriate nondestructive evaluation, via liquid penetrant or magnetic particle method, on visually suspect weldments

- Perform nondestructive evaluation, via ultrasonic method, on penetration weldments of effective thickness greater than 5/16 inches, for conformance to the Ultrasonic Acceptance-Rejection Criteria (Table 6.2) of the American Welding Society's Structural Welding Code D1.1

3. Metal Deck

    - Check that the deck is placed and connected in accordance with manufacturer's recommendations and approved shop drawings. Check deck puddle welds for quality, count, size and spacing

    - Check that adjacent deck sheet connections have been completed (using button-punch or attachment screws), and that spacing of these connections is in conformance with the approved shop drawings

    - Check count for conformance to structural drawings and bend at least two shear connectors for each day installation

    - Observe 360° welds for shear connectors for conformance to AWS requirements

Reporting

Our field representative will prepare Daily Field Reports (DFR). This report will summarize our observations and field test results. Observations and test results will be compared to project drawings and specifications. During construction, our Project Manager will review and transmit field and laboratory reports to the project team. Field related items in our work scope that are observed and/or tested by our representative that do not meet the project specifications will be highlighted on our DFR.

Budget

Based on the scope of services described in this proposal, below we have provided our assumptions and the unit rates applicable to this project.

- The scope of work is based on a normal work week, Monday through Friday, eight hours per day. Overtime will be charged at 1.5 times the specified rate; Sunday and holiday hours will be charged at two (2.0) times the personnel rate, with a minimum charge of eight (8) hours.
- Retests and/or re-observation of replacement or repair of nonconforming work and associated project management time are not included in our work scope

- Parking will be made available on-site for our field staff

Personnel	
Senior Technician	$110/hour
Steel Technician	$110/hour
Project Manager	$195/hour
Administrative Assistant	$85/hour
Laboratory Testing	
Concrete Compressive Strength	$16/each
Sample Pick-Up	$100/trip
Equipment Rental & Reimbursables	
Trip Charge	$50/trip
Parking	At cost

Project Budget

Based on the scope of services described in this proposal, our proposed unit rates, and the number of visits, we have calculated an estimated budget of $41,580 for our services. This budget estimate does not include overtime.

Our budget is dependent on the number and duration of site visits; therefore, our budget estimate may increase or decrease, depending on the actual construction schedule.

We will invoice for our services on a monthly basis. Each invoice will summarize accumulative expenses to date versus the budget. We will need your prior authorization in order to perform additional services. We have not included a contingency for resting or re-observing items that are found to be deficient.

GEI employs technicians who are members of Local 150, the International Union of Operating Engineers for work performed in local 150's jurisdiction. Therefore, certain work rules apply to the technician's work. Overtime is charged for any hour beyond eight (8) hours Monday through Friday and any hours on Saturday and Sunday. Show-up time of four (4) hours for Monday through Friday and eight (8) hours on weekends or holidays will be charged for same day work cancellations.

	Visits	Hours/ Visit	Units/ Hours	Rate	Cost
Cast-In-Place Concrete (SOG)					
Technician	22	8	176	$ 110.00	$ 19,360.00
Concrete Compressive Strength			110	$ 16.00	$ 1,760.00
Sample Pick-up			22	$ 100.00	$ 2,200.00
Travel Expenses			22	$ 50.00	$ 1,100.00
				Sub-Total	**$ 24,420.00**
Structural Steel - Field Observation					
Steel Technician	12	8	96	$ 110.00	$ 10,560.00
Travel Expenses			12	$ 50.00	$ 600.00
				Sub-Total	**$ 11,160.00**
Project Management & Reporting					**$ 6,000.00**
			Estimated Base Budget		**$ 41,580.00**

Terms and Conditions

We will perform our services in accordance with the attached terms and conditions for professional services. If a purchase or work order is provided for our professional services, the purchase or work order must reference this proposal in its entirety, including the attached terms and conditions. A signed copy of this proposal or a purchase/work order will need to be returned to Varoujan V. Kazanjian before our services can begin.

STANDARD PROFESSIONAL SERVICES AGREEMENT

1. AGREEMENT

This Agreement is made and entered into by and between

Pepper Construction Company, 643 North Orleans Street, Chicago, IL 60654 and

GEI Consultants, Inc., 400 N. Lakeview Parkway, Suite 140, Vernon Hills, IL 60061

By this Agreement, the parties do mutually agree as follows:

2. SCOPE OF SERVICES

GEI shall perform the services described herein and in **Exhibit A**.

3. EFFECTIVE DATE

The effective date of this Agreement shall be the latter of the acceptance dates indicated in Article 16, Acceptance. Acceptance of this Agreement by both parties shall serve as GEI's Notice to Proceed with the services described in **Exhibit A**.

4. FORCE MAJEURE

a) Force Majeure "Event of Force Majeure" means an event beyond the control of GEI and CLIENT, which prevents a Party from complying with any of its obligations under this Contract, including but not limited to, acts of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods); war, hostilities, acts of terrorism, riot, commotion, strikes, go slows, lock outs or disorder, unless solely restricted to employees of GEI or its subcontractors.

b) Neither CLIENT nor GEI shall be considered in breach of this Agreement to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an event of Force Majeure. Either CLIENT or GEI shall give written notice to the other upon becoming aware that an Event of Force Majeure.

5. COMPENSATION

a) CLIENT agrees to pay GEI in accordance with the payment terms provided in **Exhibit B** but in no event later than thirty (30) days of CLIENT's receipt of invoice.

b) GEI will submit invoices monthly or upon completion of a specified scope of service in accordance with GEI's standard invoicing practices, or as otherwise provided in **Exhibit B**.

c) Payment is due upon receipt of the invoice. Payments will be made by either check or electronic transfer to the address specified by GEI, and will reference GEI's invoice number.

d) Interest will accrue at the rate of 1% per month of the invoiced amount in excess of thirty (30) days past the invoice date, or as otherwise provided in **Exhibit B**.

e) In the event of a disputed or contested invoice, only that portion so contested will be withheld from payment, and the undisputed amounts will be paid.

6. PERFORMANCE STANDARDS

a) GEI will perform its services under this Agreement in a manner consistent with that degree of skill and care ordinarily exercised by members of GEI's profession currently practicing in the same locality under similar conditions. GEI makes no other representations and no warranties, either express or implied, regarding the services provided hereunder.

b) GEI shall correct deficiencies in services or documents provided under this Agreement without additional cost to CLIENT; except to the extent that such deficiencies are directly attributable to deficiencies in CLIENT-furnished information.

c) Unless otherwise specifically indicated in writing, GEI shall be entitled to rely, without liability, on the accuracy and completeness of information provided by CLIENT, CLIENT's consultants and contractors, and information from public records, without the need for independent verification.

d) CLIENT agrees to look solely to the manufacturer or provider to enforce any warranty claims arising from any equipment, materials or other goods provided as a component of GEI's services.

7. INSURANCE

a) GEI will carry the types and amounts of insurance in the usual form as provided in **Exhibit C**.

b) Upon written request of CLIENT, GEI will furnish Certificates of Insurance indicating the required coverages and conditions.

8. ALLOCATION OF RISKS

a) Indemnification. To the fullest extent permitted by law, GEI agrees to indemnify and hold CLIENT harmless from and against liabilities, claims, damages, and costs (including reasonable attorney's fees) to the extent caused by the negligence or willful misconduct of GEI in the performance of services under this Agreement.

b) Limitation of Liability. To the fullest extent permitted by law, the total liability, in the aggregate, of GEI and its officers, directors, employees, agents, and independent professional associates and consultants, and any of them, to CLIENT and any one claiming by, through or under CLIENT, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to GEI's services, the project, or this Agreement, will not exceed the total compensation received by GEI under the specific applicable project and/or task order, or Fifty Thousand Dollars ($50,000) whichever is less. This limitation will apply regardless of legal theory, and includes but is not limited to claims or actions alleging negligence, errors, omissions, strict liability, breach of contract, breach of warranty of GEI or its officers, directors, employees, agents, or independent professional associates or consultants, or any of them. CLIENT further agrees to require that all contractors and subcontractors agree that this limitation of GEI's liability extends to include any claims or actions that they might bring in any forum.

c) Consequential Damages. GEI and CLIENT waive consequential damages, including but not limited to damages for loss of profits, loss of revenues, and loss of business or business opportunities, for claims, disputes, or other matters in question arising out of or relating to this Agreement.

9. CONFIDENTIALITY

a) Unless compelled by law, governmental agency or authority, or order of a court of competent jurisdiction, or unless required pursuant to a subpoena deemed by GEI to be duly issued, or unless requested to do so in writing by CLIENT, GEI agrees it will not convey to others any proprietary non-public information, knowledge, data, or property relating to the business or affairs of CLIENT or of any of its affiliates, which is in any way obtained by GEI during its association with CLIENT. GEI further agrees to strive to limit, to a "need to know" basis, access by its employees to information referred to above.

b) Unless compelled by law, governmental agency or authority, or order of a court of competent jurisdiction, or unless required pursuant to a subpoena deemed by CLIENT to be duly issued, CLIENT will not release to its employees or any other parties any concepts, materials, or procedures of GEI deemed by GEI to be proprietary and so explained to CLIENT.

10. OWNERSHIP OF DOCUMENTS

Drawings, diagrams, specifications, calculations, reports, processes, computer processes and software, operational and design data, and all other documents and information produced in connection with the project as instruments of service (Project Documents), regardless of form, will be confidential and the proprietary information of GEI, and will remain the sole and exclusive property of GEI whether the project for which they are made is executed or not. CLIENT retains the right to use Project Documents for the furtherance of the project consistent with the express purpose(s) of the Project Documents, and for CLIENT's information and reference in connection with CLIENT's use

and occupancy of the project. Any use of Project Documents for purposes other than those for which they were explicitly prepared shall be at CLIENT's sole risk and liability. CLIENT agrees to defend, indemnify, and hold GEI harmless from and against any claims, losses, liabilities, and damages arising out of or resulting from the unauthorized use of Project Documents.

11. TERMINATION AND SUSPENSION

a) This Agreement may be terminated by CLIENT for any reason upon ten (10) days written notice to GEI.

b) This Agreement may be terminated by GEI for cause upon thirty (30) days written notice to CLIENT.

c) In the event that this Agreement is terminated for any reason, CLIENT agrees to remit just and equitable compensation to GEI for services already performed in accordance with this Agreement, subject to the limitations given in this Article 11, Termination and Suspension.

d) In the event Client terminates this Agreement for cause, in determining just and equitable compensation to GEI for work already performed, CLIENT may reduce amounts due to GEI by amounts equal to additional costs incurred by CLIENT to complete the Agreement scope. Such additional costs incurred by CLIENT may include but are not limited to: (1) the additional costs incurred by CLIENT to engage another qualified consultant to complete the unfinished scope; and (2) CLIENT's labor costs and expenses to demobilize and remobilize its personnel to the site to coordinate with the new consultant.

e) GEI may suspend any or all services under this Agreement if CLIENT fails to pay undisputed invoice amounts within sixty (60) days following invoice date, by providing written notice to CLIENT, until payments are restored to a current basis. In the event GEI engages counsel to enforce overdue payments, CLIENT will reimburse GEI for all reasonable attorney's fees and court costs related to enforcement of overdue payments, provided that CLIENT does not have a good faith dispute with the invoice. CLIENT will indemnify and save GEI harmless from any claim or liability resulting from suspension of the work due to non-current, undisputed payments.

12. DISPUTE RESOLUTION

Both parties agree to submit any claims, disputes, or controversies arising out of or in relation to the interpretation, application, or enforcement of this Agreement to non-binding mediation pursuant to the Rules for Commercial Mediation of the American Arbitration Association, as a condition precedent to litigation or any other form of dispute resolution.

13. GENERAL CONSIDERATIONS

a) Authorized Representatives. The following individuals are authorized to act as CLIENT's and GEI's representatives with respect to the services provided under this Agreement:

For CLIENT:	Kristin Hannemann
	643 North Orleans Street
	Chicago, IL 60654
For GEI:	Matthew E. Ribordy
	400 N. Lakeview Parkway, Suite 140
	Vernon Hills, IL 60061

b) Nothing in this Agreement shall be construed as establishing a fiduciary relationship between CLIENT and GEI.

c) Notices. Any notice required under this Agreement will be in writing, submitted to the respective party's Authorized Representative at the address provided in this Article 13, General Considerations. Notices shall be delivered by registered or certified mail postage prepaid, or by commercial courier service. All notices shall be effective upon the date of receipt.

d) Controlling Law. This Agreement is to be governed by the laws of the State of Illinois.

e) Survival. All express representations, indemnifications, or limitations of liability included in the Agreement will survive its completion or termination for any reason. However, in no event shall indemnification obligations extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by an applicable statute of repose or statute of limitations.

f) Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon GEI and CLIENT.

g) Waiver. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

h) Headings. The headings used in this Agreement are for general reference only and do not have special significance.

i) Certifications. GEI shall not be required to sign any documents, no matter by whom requested, that would result in GEI having to certify, guaranty, or warrant the existence of conditions or the suitability or performance of GEI's services or the project, that would require knowledge, services or responsibilities beyond the scope of this Agreement.

j) Third Parties. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or GEI. GEI's services hereunder are being performed solely for the benefit of CLIENT, and no other entity shall have any claim against GEI because of this Agreement or GEI's performance of services hereunder. CLIENT shall indemnify and hold GEI harmless from any claims by any third parties that arise from the CLIENT's release of any Project Documents by CLIENT.

14. ADDITIONAL PROVISIONS

a) If Field Services are provided under this Agreement, the additional provisions included in **Exhibit D** shall apply. Field Services are defined as services performed on property owned or controlled by CLIENT, any federal, state, or local government or governmental agency, or other third party, and include, but are not limited to: site inspection, site investigation, subsurface investigation, sample collection, or sample testing.

b) If the services of a Licensed Site Professional (LSP), a Licensed Environmental Professional (LEP), or a Licensed Site Remediation Professional (LSRP) are provided under this Agreement, the additional provisions included in **Exhibit E** shall apply.

c) If Engineering Design Services are provided under this Agreement, the additional provisions included in **Exhibit F** shall apply.

d) If Opinions of Probable Construction Cost are provided under this Agreement, the additional provisions included in **Exhibit G** shall apply.

e) If Construction Services are provided under this Agreement, the additional provisions included in **Exhibit H** shall apply.

15. EXHIBITS

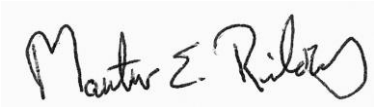
The following Exhibits are attached to and made a part of this Agreement:

_✓_ Exhibit A, Scope of Services and Schedule
_✓_ Exhibit B, Payment Terms
_✓_ Exhibit C, Insurance
_✓_ Exhibit D, Special Provisions for Field Services
_✓_ Exhibit E, Special Provisions for Services of Licensed Site/Environmental/Remediation Professionals
_✓_ Exhibit F, Special Provisions for Engineering Design Services
_✓_ Exhibit G, Special Provisions for Opinions of Probable Construction Costs
_✓_ Exhibit H, Special Provisions for Construction Services

(Check all that apply; strike all that do not apply)

16. ACCEPTANCE

The parties hereto have executed this Agreement as of the dates shown below.

For CLIENT:		**For GEI:**	
By:		By:	
	(Signature)		(Signature)
			Matthew E. Ribordy, P.E.
	(Print Name)		(Print Name)
			Senior Professional
	(Title)		(Title)
			March 26, 2019
	(Date)		(Date)

STANDARD PROFESSIONAL SERVICES AGREEMENT

EXHIBIT A

Scope of Services and Schedule

Per GEI Proposal, dated March 26, 2019, for Construction Observation and Related Field and Laboratory Testing Services for West Chicago High School in West Chicago, Illinois

STANDARD PROFESSIONAL SERVICES AGREEMENT

EXHIBIT B

Payment Terms

Per GEI Proposal, dated March 26, 2019.

Invoices will be submitted monthly or upon completion of a specified scope of service, as described in the accompanying contract (proposal, project, or agreement document that is signed and dated by GEI and CLIENT).

Payment is due upon receipt of the invoice. Interest will accrue at the rate of 1% of the invoice amount per month, for amounts that remain unpaid more than 30 days after the invoice date. All payments will be made by either check or electronic transfer to the address specified by GEI and will include reference to GEI's invoice number.

STANDARD PROFESSIONAL SERVICES AGREEMENT

EXHIBIT C

Insurance

GEI will carry the following types and amounts of insurance:

A. Worker's Compensation and Employer's Liability (statutory):
   1. In accordance with the laws of the state(s) in which services are performed.

B. Commercial General Liability (CGL) Insurance:
   1. Bodily Injury and Property Damage Combined: $1,000,000 per occurrence and in aggregate.
   2. Including explosion, underground drilling excavation, and collapse hazards.
   3. Including an endorsement providing Additional Insured Status to CLIENT under the policy.

C. Comprehensive Automobile Insurance:
   1. Bodily Injury and Property Damage Combined: $1,000,000 per accident.
   2. Includes all owned, nonowned, and hired vehicles used in connection with the services under this Agreement.

D. Professional Liability Insurance:
   1. $1,000,000 per claim and in aggregate.

STANDARD PROFESSIONAL SERVICES AGREEMENT

EXHIBIT D

Special Provisions for Field Services

A. Right of Entry. CLIENT agrees to furnish GEI with right-of-entry and a plan of boundaries of the site where GEI will perform its services. If CLIENT does not own the site, CLIENT represents and warrants that it will obtain permission for GEI's access to the site to conduct site reconnaissance, surveys, borings, and other explorations of the site pursuant to the scope of services in the Agreement. GEI will take reasonable precautions to minimize damage to the site from use of equipment, but GEI is not responsible for damage to the site caused by normal and customary use of equipment. The cost for restoration of damage that may result from GEI's operations has not been included in GEI's fee, unless specifically stated in **Exhibit B**.

B. Underground structures. CLIENT will identify locations of buried utilities and other underground structures in areas of subsurface exploration. GEI will take reasonable precautions to avoid damage to the buried utilities and other underground structures noted. If locations are not known or cannot be confirmed by CLIENT, then there will be a degree of risk to CLIENT associated with conducting the exploration. In the absence of confirmed underground structure locations, CLIENT agrees to accept the risk of any damages and losses resulting from the exploration work and shall indemnify and hold GEI, its subconsultants and employees harmless from all claims, losses or damages arising from GEI's services involving subsurface exploration.

C. Presence of Hazardous Materials. If unanticipated hazardous waste, oil, asbestos, or other hazardous materials, as defined by federal, state, or local laws or regulations, and if such materials are discovered during GEI's work, CLIENT agrees to negotiate appropriate revisions to the scope, schedule, budget, and terms and conditions of this Agreement. When such hazardous materials are suspected, GEI will have the option to stop work, without financial penalty, until a modification to this Agreement is made or a new Agreement is reached. If a mutually satisfactory Agreement cannot be reached between both parties, this Agreement will be terminated without cause and CLIENT agrees to pay GEI for all services rendered up to the date of termination, including any costs associated with termination.

D. Disposal of Samples and Wastes Containing Regulated Contaminants. In the event that samples collected by GEI or provided by CLIENT, or wastes generated as a result of site investigation activities, contain or potentially contain substances or constituents which are or may be regulated contaminants as defined by federal, state, or local statutes, regulations, or ordinances, including but not limited to samples or wastes containing hazardous materials, said samples or wastes remain the property of CLIENT and CLIENT will have responsibility for them as a generator. If set forth in the Agreement, GEI will, at CLIENT's expense and as CLIENT's appointed agent, perform necessary testing, and either (a) return said samples and wastes to CLIENT, or (b) using a manifest signed by CLIENT as generator, have said samples and/or wastes transported to a location selected by CLIENT for disposal. CLIENT agrees to pay all costs associated with the storage, transport and disposal of said samples and/or wastes. Unless otherwise provided in the Agreement, GEI will not transport, handle, store, or dispose of waste or samples or arrange or subcontract for waste or sample transport, handling, storage, or disposal. CLIENT recognizes and agrees that GEI is working as a bailee and/or agent and at no time assumes title to said waste or samples or any responsibility as generator of said waste or samples. Further, CLIENT agrees to look solely to any transport or disposal entity in the event any claim, cause of action or damages arise from GEI's activities a bailee or agent of CLIENT under this provision.

E. Contribution of Hazardous Materials. CLIENT agrees that GEI has not contributed to the presence of hazardous wastes, oils, asbestos, biological pollutants such as molds, fungi, spores, bacteria and viruses, and

by-products of any such biological organisms, or other hazardous materials that may exist or be discovered in the future at the site. GEI does not assume any liability for the known or unknown presence of such materials. GEI's scope of services does not include the investigation or detection of biological pollutants such as molds, fungi, spores, bacteria and viruses, and by-products of any such biological organisms. CLIENT agrees to indemnify and hold harmless GEI, its subconsultants, subcontractors, agents, and employees from and against all claims, damages, losses, and costs (including reasonable attorneys' fees) that may result from the detection, failure to detect, or from the actual, alleged, or threatened discharge, dispersal, release, escape, or exposure to any solid, liquid, gaseous, or thermal irritant, asbestos in any form, or contaminants including smoke, vapor, soot, fumes, acids, alkalies, chemicals, waste, oil, hazardous materials, or biological pollutants. CLIENT's obligations under this paragraph apply unless such claims, damages, losses, and expenses are caused by GEI's sole negligence or willful misconduct.

STANDARD PROFESSIONAL SERVICES AGREEMENT

EXHIBIT E

Special Provisions for Services of Licensed Site/Environmental Professionals

For services under this Agreement that require the engagement of a Licensed Site Professional (LSP), a Licensed Environmental Professional (LEP), or a Licensed Site Remediation Professional (LSRP) registered with and subject to the laws and regulations promulgated by the state in which the services are provided (collectively the LSP/LEP/LSRP Program), the following will apply:

A. Under the LSP/LEP/LSRP Program, the LSP/LEP/LSRP owes professional obligations to the public, including, in some instances, a duty to disclose the existence of certain contaminants to the state in which the services are provided.

B. CLIENT understands and acknowledges that in the event that the licensed professional's obligations under the LSP/LEP/LSRP Program conflict in any way with the terms and conditions of this Agreement or the wishes or intentions of CLIENT, the licensed professional is bound by law to comply with the requirements of the LSP/LEP/LSRP Program. CLIENT recognizes that the licensed professional is immune from civil liability resulting from any such actual or alleged conflict.

C. CLIENT agrees to indemnify and hold GEI harmless from any claims, losses, damages, fines, or administrative, civil, or criminal penalties resulting from the licensed professional's fulfillment of the licensed professional's obligations under the LSP/LEP/LSRP Program.

STANDARD PROFESSIONAL SERVICES AGREEMENT

EXHIBIT F

Special Provisions for Engineering Design Services

A. Design Without Construction Phase Services. CLIENT understands and agrees that if GEI's services under this Agreement include engineering design and do not include Construction-Related Services, then CLIENT:

1. Assumes all responsibility for interpretation of the construction Contract Documents.
2. Assumes all responsibility for construction observation and review.
3. Waives any claims against GEI that may be in any way connected thereto.

For purposes of this Agreement, Construction-Related Services include, but are not limited to: construction observation; review of the construction contractor's technical submittals; review of the construction contractor's progress; or other construction-phase services.

B. Use of Documents.

1. The actual signed and sealed hardcopy construction Contract Documents including stamped drawings, together with any addenda or revisions, are and will remain the official copies of all documents.
2. All documents including drawings, data, plans, specifications, reports, or other information recorded on or transmitted as Electronic Files are subject to undetectable alteration, either intentional or unintentional, due to transmission, conversion, media degradation, software error, human alteration, or other causes.
3. Electronic Files are provided for convenience and informational purposes only and are not a finished product or Contract Document. GEI makes no representation regarding the accuracy or completeness of any accompanying Electronic Files. GEI may, at its sole discretion, add wording to this effect on electronic file submissions.
4. CLIENT waives any and all claims against GEI that may result in any way from the use or misuse, unauthorized reuse, alteration, addition to, or transfer of the electronic files. CLIENT agrees to indemnify and hold harmless GEI, its officers, directors, employees, agents, or subconsultants, from any claims, losses, damages, or costs (including reasonable attorney's fees) which may arise out of the use or misuse, unauthorized reuse, alteration, addition to, or transfer of electronic files.

STANDARD PROFESSIONAL SERVICES AGREEMENT

EXHIBIT G

Special Provisions for Opinions of Probable Construction Costs

GEI's Opinions of Probable Construction Cost provided under this Agreement are made on the basis of GEI's experience and qualifications, and represent GEI's best judgment as an experienced and qualified professional generally familiar with the industry. However, since GEI has no control over the cost of labor, materials, equipment, or services furnished by others, or over a contractor's methods of determining prices, or over competitive bidding or market conditions, GEI cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from Opinions of Probable Construction Cost prepared by GEI.

If CLIENT wishes greater assurance as to probable construction costs, CLIENT agrees to employ an independent cost estimator.

STANDARD PROFESSIONAL SERVICES AGREEMENT

EXHIBIT H

Special Provisions for Construction Services

In accordance with the scope of services under this Agreement, GEI will provide personnel to observe the specific aspects of construction stated in the Agreement and to ascertain that construction is being performed, in general, in accordance with the approved construction Contract Documents.

A. GEI cannot provide its opinion on the suitability of any part of the work performed unless GEI's personnel make measurements and observations of that part of the construction. By performing construction observation services, GEI does not guarantee the contractor's work. The contractor will remain solely responsible for the accuracy and adequacy of all construction or other activities performed by the contractor, including: methods of construction; supervision of personnel and construction; control of machinery; false work, scaffolding, or other temporary construction aids; safety in, on, or about the job site; and compliance with OSHA and construction safety regulations and any other applicable federal, state, or local laws or regulations.

B. In consideration of any review or evaluation by GEI of the various bidders and bid submissions, and to make recommendations to CLIENT regarding the award of the construction Contract, CLIENT agrees to hold harmless and indemnify GEI for all costs, expenses, damages, and attorneys' fees incurred by GEI as a result of any claims, allegations, administrative proceedings, or court proceedings arising out of or relating to any bid protest or such other action taken by any person or entity with respect to the review and evaluation of bidders and bid submissions or recommendations concerning the award of the construction Contract. This paragraph will not apply if GEI is adjudicated by a court to have been solely negligent or to have actually engaged in intentional and willful misconduct without legitimate justification, privilege, or immunity; however, CLIENT will be obligated to indemnify GEI until any such final adjudication by a court of competent jurisdiction.