

**STREATOR ELEMENTARY SCHOOL DISTRICT #44
REGULAR BOARD OF EDUCATION MEETING
STREATOR ELEMENTARY ADMINISTRATION OFFICE
1520 N BLOOMINGTON ST STREATOR ELEMENTARY SCHOOL**

**April 21, 2020
4:00 PM**

AGENDA

- I. THIS MEETING WILL BE CONDUCTED TELEMETRICALLY USING THE ZOOM WEBINAR PLATFORM PURSUANT TO EXECUTIVE ORDER IN RESPONSE TO COVID-19 NO. 5**
- II. CALL TO ORDER/ROLL CALL**
- III. CLOSED SESSION - As stated in the Open Meetings Act, for the purpose of: Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Personnel, Negotiations, Student Discipline, Litigation, School Security and Safety, Sale of Property, and Review of Closed Session Minutes**
- IV. 4:00 P.M. CALL TO ORDER**
- V. BOARD SALUTES**
- VI. OPEN FORUM**
- VII. ACTION ITEMS**
 - A. Approval of Agenda
- VIII. CONSENT AGENDA**
 - A. Approval of Open and Closed Session Minutes of the Regular Board Meeting of March 17, 2020
 - B. Approval of Payment of Bills, District Travel and Financial Statements
 - C. Approval of Human Resources Consent Agenda
 - D. Approval of Amended Transportation Services Agreement
 - E. Approval of Resolution for Suspension of Policy in Emergency Pandemic
 - F. Approval of Picture/Yearbook Vendor
 - G. Approval of Health/Life Safety Bond Renewal
- IX. INFORMATION/DISCUSSION ITEMS**
 - A. Review of Board Policies 2:125, 2:160, 4:50, 5:35, 5:50, 5:60, 5:150, 5:210, 5:280, 6:135, 6:235, 6:280, 7:70, 7:90, 7:130, 7:325, 8:10, 8:30, 8:80 and 8:110
 - B. Third Quarter Budget Report
 - C. Information for Future Agenda Items
- X. CLOSED SESSION - As stated in the Open Meetings Act, for the purpose of: Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Personnel, Negotiations, Student Discipline, Litigation, School Security and Safety, Sale of Property, and Review of Closed Session Minutes**
- XI. ADJOURNMENT**

Dear Streator Elementary Community,

In response to the current state at home order in place for all Illinoisans through April 30, 2020, and [Executive Order in Response to COVID-19 No. 5](#) / [Executive Order in Response to COVID-19 No. 16](#), the Tuesday, April 21st Board Meeting will be conducted telemetrically using the Zoom webinar platform.

While members of the community will not be able to physically attend the meeting, they may access the live streaming of the discussion in one of the following ways:

- **Chromebook**
 - Before getting started, download the Zoom application from the [Chrome Web Store](#).
 - After the Zoom application has been downloaded, follow [these simple instructions](#) to get started.

- **Mac or PC**
 - Before getting started, download the Zoom application from [Zoom's website](#).
 - After the Zoom application has been downloaded and installed, [open the Zoom application](#).
 - Once the application has been opened, follow [these simple instructions](#) to get started.

- **iPad or iPhone**
 - Download the Zoom Cloud Meetings app from the [App Store](#).
 - After the Zoom application has been downloaded, follow these simple instructions to learn how to [Sign In and Join a meeting](#).

- **Android Device**
 - Download the Zoom Cloud Meetings app from [Google Play](#).
 - After the Zoom application has been downloaded, follow these simple instructions to learn how to [Sign In and Join a meeting](#).

After loading the Zoom application on your device, enter the webinar number below:

Meeting ID	827 136 779
Meeting Password	097207

Enrollment as of April 1, 2020

Kimes				Centennial					Northlawn			
S/C, Sp.Ed., PS		KDG	1st	SC, Sp.Ed		2nd	3rd	4th	5th	6th	7th	8th
		24	24			22	25	23	173	164	173	164
PCD	6	24	24			21	25	25	674			
SC-K	8	23	22			22	24	24				
SC	3	24	23	CARES 1	8	22	25	25				
PS FOR ALL - A.M.	89	23	23	CARES 2	8	22	24	25				
PS FOR ALL - P.M.	86	24	24	SC 3/4	11	22	25	24				
		23	21	Total	27	131	148	146				
Total		192	165	161	452							
518												

Current Enrollment: 1644

Compared to the March 2, 2020 Enrollment Chart: No Change
 Compared to the April 1, 2019 Enrollment Chart: Increase by 56

District Total Enrollment			
October		March	
2015	1748	2016	1756
2016	1614	2017	1636
2017	1575	2018	1546
2018	1584	2019	1594
2019	1641	2020	1644

**Streator Elementary School District #44
Board of Education Meeting
April 21, 2020**

ACTION ITEM

TO: Members of the Board of Education

FROM: Dr. Lisa Parker, Superintendent

SUBJECT: Approval of Agenda

PROPOSED ACTION:

That the Board of Education approves the agenda as presented.

BACKGROUND INFORMATION:

The Board will approve the agenda at this time.

**Streator Elementary School District #44
Board of Education Meeting
April 21, 2020**

ACTION ITEM

TO: Members of the Board of Education

FROM: Dr. Lisa Parker, Superintendent

SUBJECT: Approval of Open and Closed Session Board Meeting Minutes

PROPOSED ACTION:

That the Board of Education approves the Open and Closed Session Minutes of the Regular Board of Education Meeting of March 17, 2020.

BACKGROUND INFORMATION:

Included in the Board packet are the minutes from the meetings that took place from March 17, 2020 through April 20, 2020. These minutes require Board approval.

**Streator Elementary School District #44
Board of Education Meeting
April 21, 2020**

ACTION ITEM

TO: Members of the Board of Education

FROM: Dr. Lisa Parker, Superintendent

SUBJECT: Approval of Bills, District Travel and Financial Statements

PROPOSED ACTION:

That the Board of Education approves the information as presented.

BACKGROUND INFORMATION:

Available in your packet are the payment of bills, the district travel expenses, and other financial records. These items are available for your review and vote for approval.

Treasurer's Monthly Financial Statement School District #44 LaSalle County, IL
March 2020

	TOTAL ALL FUNDS	EDUC. FUND 10	O & M FUND 20	B&I FUND 30	TRANS. FUND 40	IMRF/SS FUND 50	CAPITAL PROJ. FUND 60	WORKING CASH FUND 70	TORT FUND 80	LIFE SAFETY FUND 90
Balance on Hand March 1, 2020	9,958,702.23	4,280,989.48	737,020.64	203,765.30	456,815.27	372,544.28	0.00	1,061,514.35	883,446.97	1,962,605.94
Post February Activity										
Balance on hand 3/1/2020	9,958,702.23	4,280,989.48	737,020.64	203,765.30	456,815.27	372,544.28	0.00	1,061,514.35	883,446.97	1,962,605.94
Receipts	1,287,081.54	920,903.09	360,161.00	0.00	4,731.48	0.00	0.00	0.00	0.00	1,285.97
Balance on Hand plus Receipts	11,245,783.77	5,201,892.57	1,097,181.64	203,765.30	461,546.75	372,544.28	0.00	1,061,514.35	883,446.97	1,963,891.91
Less Expenditures	1,697,177.19	1,274,195.90	155,589.95	0.00	135,524.77	57,293.80	0.00	0.00	29,279.77	45,293.00
Balance on Hand March 31, 2020	9,548,606.58	3,927,696.67	941,591.69	203,765.30	326,021.98	315,250.48	0.00	1,061,514.35	854,167.20	1,918,598.91
Construction Bond	560.11									
Total Balance Plus Investments	9,549,166.69	3,927,696.67	941,591.69	203,765.30	326,021.98	315,250.48	0.00	1,061,514.35	854,167.20	1,918,598.91

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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
199594	WJ STONE ACE HARDWARE	04/21/2020	811509	MAINT SUPPLIES FY20	8002000181	158.97	158.97
20E400	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		158.97	
199595	AMAZON.COM	04/21/2020	1C3V-GPHG-VMJ1	CENTENNIAL SUPPLIES - FY20	1002000275	73.20	2,470.54
10E200	1110 4100 00 000000			INSTRUCTION/GENERAL SUPPLIES		73.20	
			1CYV-JVJG-DV4F	IDEA SUPPLIES (1000-400) FY20	1002000270	138.10	
10E200	1200 4100 00 462000			SPECIAL PROGRAMS/GENERAL SUPPLIES		138.10	
			1K74-6XNM-4HGQ	MAINT SUPPLIES FY20	8002000184	16.88	
20E200	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		16.88	
			1L9M-KC47-C9HD	DISTRICT SUPPLIES - FY20	1002000277	1,999.55	
10E800	1110 4100 00 000000			INSTRUCTION/GENERAL SUPPLIES		1,999.55	
			1LFH-3HHP-Y3M7	MAINT SUPPLIES FY20	8002000175	139.99	
20E200	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		139.99	
			1LJP-N7FC-7RRW	MAINT SUPPLIES FY20	8002000180	46.52	
20E200	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		46.52	
			1WRH-NXMX-NPMP	IDEA SUPPLIES (1000-400) - FY20	1002000276	56.30	
10E300	1200 4100 00 462000			SPECIAL PROGRAMS/GENERAL SUPPLIES		56.30	
199596	APLINGTON, KAUFMAN, MCCLINTOCK	04/21/2020	19-SC-228	3/31/2020, 4/15/2020	0	562.82	562.82
10L000	4590 0000 00 000000			OTHER PAYROLL DEDUCTIONS PAYAB/		562.82	
199597	AT&T	04/21/2020	051 566-4854 001	LONG DISTANCE	0	46.59	46.59
10E100	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		46.59	
199598	AT&T ILLINOIS	04/21/2020	171-791-2944 706	LONG DISTANCE	0	102.47	102.47
10E100	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		6.87	
10E200	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		0.54	
10E300	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		0.54	
10E400	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		94.52	
199599	THE BABY FOLD	04/21/2020	11804	A.SCHAFFNER FEBRUARY TUITION	0	6,538.28	12,021.11
10E800	1912 6000 00 000000			OTHER OBJECTS		6,538.28	
			11830	C.SORENSEN	0	5,482.83	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				FEBRUARY TUITION			
10E800	1912 6000 00 000000			OTHER OBJECTS		5,482.83	
199600	JAMIE BOZARTH	04/21/2020	DHH SERVICES	MARCH: I. BRIDGEFORTH, D. BRIDGEFORTH & A. HENSON	0	420.00	420.00
10E800	4120 6000 00 120000			PAYMENTS FOR SPECIAL PROGRAMS/OTHER OBJECTS		420.00	
199601	CARROLL SEATING CO.	04/21/2020	INV-1013959	CAFETERIA TABLES AND BENCHES	1002000208	74,326.52	74,326.52
10E400	1110 5400 00 000000			INSTRUCTION/CAPITAL OUTLAY		74,326.52	
199602	CITY OF STREATOR	04/21/2020	030120a	MARCH 2/3 SALARY & BENEFITS FOR SCHOOL RESOURCE OFFICE	0	6,042.77	6,042.77
80E800	2365 1110 00 000000			RISK MANAGEMENT/SALARY		6,042.77	
199603	CITY OF STREATOR	04/21/2020	000090268132	CENTENNIAL	0	189.59	755.39
10E200	2540 3700 00 000000			OPERATIONS/MAINTENANCE/WATER/SEWER SERVICES		189.59	
			000090268949	AD.BLDG.	0	54.09	
10E100	2540 3700 00 000000			OPERATIONS/MAINTENANCE/WATER/SEWER SERVICES		54.09	
			000090269117	NORTHLAWN	0	343.57	
10E400	2540 3700 00 000000			OPERATIONS/MAINTENANCE/WATER/SEWER SERVICES		343.57	
			000090272954	KIMES	0	168.14	
10E300	2540 3700 00 000000			OPERATIONS/MAINTENANCE/WATER/SEWER SERVICES		168.14	
199604	CONNECTING POINT COMPUTER CNTR	04/21/2020	6699	BACKBONE INFRASTRUCTURE UPGRADE	1002000250	55,889.73	55,889.73
10E800	1110 5400 00 000000			INSTRUCTION/CAPITAL OUTLAY		55,889.73	
199605	CONSTELLATION NEWENERGY GAS DI	04/21/2020	RG-107275	AD.BLDG.	0	717.83	6,341.86
10E100	2540 4650 00 000000			OPERATIONS/MAINTENANCE/NATURAL GAS		717.83	
			RG-78784	KIMES	0	1,659.89	
10E300	2540 4650 00 000000			OPERATIONS/MAINTENANCE/NATURAL GAS		1,659.89	
			RG-78785	NORTHLAWN	0	2,228.40	
10E400	2540 4650 00 000000			OPERATIONS/MAINTENANCE/NATURAL GAS		2,228.40	
			RG-78786	CENTENNIAL	0	1,735.74	
10E200	2540 4650 00 000000			OPERATIONS/MAINTENANCE/NATURAL GAS		1,735.74	
199606	CURTIS 1000 INC.	04/21/2020	5920730	DIPLOMAS AND DIPLOMA COVERS	0	2,065.37	2,065.37

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E800	1110 4100 00 000000			INSTRUCTION/GENERAL SUPPLIES		2,065.37	
199607	DOORS INC.	04/21/2020	288315	MAINT SUPPLIES FY20	8002000155	54.60	54.60
20E400	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		54.60	
199608	KRISTINE A. EHRLER	04/21/2020	REIMBURSE	HOME EC SUPPLIES	0	6,779.20	6,779.20
10E400	1110 5400 00 000000			INSTRUCTION/CAPITAL OUTLAY		6,779.20	
199609	EICHENAUER SERVICES, INC.	04/21/2020	0075587	CHECKED EAST STEAMER	0	177.00	3,082.84
20E800	2540 3230 00 000000			OPERATIONS/MAINTENANCE/REPAIR AND MAINTENANCE SERVICE		171.50	
20E800	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		5.50	
			0076118	FIXED UNIT LEAKING CLEVELAND RANGE	0	538.17	
10E800	2560 3230 00 000000			FOOD SERVICES/REPAIR AND MAINTENANCE SERVICE		343.00	
10E800	2560 4110 00 000000			FOOD SERVICES/SUPPLIES OTHER THAN FOOD		195.17	
			0076138	PERFORMED APRIL HOT SIDE PREVENATIVE MAINT.	0	1,088.54	
10E800	2560 3230 00 000000			FOOD SERVICES/REPAIR AND MAINTENANCE SERVICE		514.50	
10E800	2560 4110 00 000000			FOOD SERVICES/SUPPLIES OTHER THAN FOOD		574.04	
			0076139	PERFORMED APRIL HOT SIDE PREVENATIVE MAINT	0	1,088.54	
10E800	2560 3230 00 000000			FOOD SERVICES/REPAIR AND MAINTENANCE SERVICE		514.50	
10E800	2560 4110 00 000000			FOOD SERVICES/SUPPLIES OTHER THAN FOOD		574.04	
			0076172	VALVE SAFETY NL CAFETERIA	0	190.59	
10E800	2560 4110 00 000000			FOOD SERVICES/SUPPLIES OTHER THAN FOOD		190.59	
199610	FASTENAL COMPANY	04/21/2020	ILOTT105714	MAINT SUPPLIES FY20	8002000177	3.64	3.64
20E800	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		3.64	
199611	FOLLETT SCHOOL SOLUTIONS	04/21/2020	1394079	TITLE I - FY20	1002000238	3,726.00	3,726.00
10E300	1250 3140 00 430000			SPECIAL PROGRAMS/PROFESSIONAL SERVICES - INSTR.		1,242.00	
10E200	1250 3140 00 430000			SPECIAL PROGRAMS/PROFESSIONAL SERVICES - INSTR.		1,242.00	
10E400	1250 3140 00 430000			SPECIAL PROGRAMS/PROFESSIONAL SERVICES - INSTR.		1,242.00	
199612	FRONTIER	04/21/2020	815-672-0594	CENTENNIAL	0	177.10	2,107.72
10E200	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		177.10	
			815-672-1344	KIMES	0	208.83	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E300	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		208.83	
			815-672-4865	AD. BLDG.	0	62.48	
10E100	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		62.48	
			815-672-8109	NORTHLAWN	0	270.29	
10E400	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		270.29	
			815-673-2032	AD.BLDG. FAX LINE	0	432.17	
10E100	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		432.17	
			815-673-2904	CENTENNIAL	0	72.45	
10E200	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		72.45	
			815-673-2907	NORTHLAWN	0	72.22	
10E400	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		72.22	
			815-673-2911	KIMES	0	72.22	
10E300	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		72.22	
			815-673-4240	AD. BLDG	0	739.96	
10E100	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		739.96	
199613	GRUNDY SUPPLY	04/21/2020	274236	MAINT SUPPLIES FY20	8002000179	732.64	2,427.70
20E400	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		732.64	
			274258	maint suppliesfy20	8002000183	1,381.14	
20E200	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		1,381.14	
			374317	MAINT SUPPLIES FY20	8002000179	313.92	
20E400	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		313.92	
199614	GUITAR CENTER	04/21/2020	ARINV52485702	TITLE IVA - FY20	1002000237	779.94	779.94
10E200	1250 4100 00 440000			SPECIAL PROGRAMS/GENERAL SUPPLIES		259.98	
10E300	1250 4100 00 440000			SPECIAL PROGRAMS/GENERAL SUPPLIES		259.98	
10E400	1250 4100 00 440000			SPECIAL PROGRAMS/GENERAL SUPPLIES		259.98	
199615	HEALTH CARE SERVICE CORPORATIO	04/21/2020	STRES D MARCH 2020	COBRA ADMIN FEE	0	75.00	75.00
20L000	4561 0000 00 000000			EMPLOYER INS. PAYABLE/		75.00	
199616	HERITAGE FS, INC. 64	04/21/2020	64002764	DIESEL	0	2,924.05	4,617.36
40E800	2550 4642 00 000000			TRANSPORTATION/GASOLINE-BUSES		2,924.05	
			64002803	FUEL	0	398.40	
40E800	2550 4642 00 000000			TRANSPORTATION/GASOLINE-BUSES		398.40	
			64002804	DIESEL	0	1,294.91	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
40E800	2550 4642 00 000000			TRANSPORTATION/GASOLINE-BUSES		1,294.91	
199617	HILLMANN PEDIATRIC THERAPY, P.	04/21/2020	11524	FEBRUARY OT & PT SERVICES	0	18,085.75	18,085.75
10E800	1203 3100 00 120000			EDUCABLE MENTALLY HANDICAPPED/THERAPY		2,554.67	
10E800	1204 3100 00 120000			CARES PHYSICALLY HANDICAPPED/THERAPY		714.30	
10E800	1205 3100 00 120000			LD CROSS CATEGORICAL/THERAPY		9,169.60	
10E800	1212 3100 00 120000			BEHAVIOR DISORDERED/THERAPY		269.85	
10E800	1213 3100 00 120000			OTHER HEALTH IMPAIRMENT/THERAPY		470.14	
10E800	1214 3100 00 120000			EARLY CHILDHOOD/THERAPY		4,396.20	
10E800	2300 3160 00 462000			SUP SERV GENERAL ADMINISTRATIO/TESTING/SCORING		510.99	
199618	IDEAL ENVIROMENTAL ENG., INC.	04/21/2020	57132	SIX MONTH ASBESTOS SURVEILLANCE	0	645.00	645.00
20E800	2540 3190 00 000000			OPERATIONS/MAINTENANCE/OTHER PROFESSIONAL & TECH. SER		645.00	
199619	IL FIBER RESOURCES GRP (IFIBER	04/21/2020	F-1904149	QUARTERLY FIBER CONNECTION FEE STREATOR ELEM AND CENTENNIAL	0	4,200.00	12,150.00
10E800	6000 6900 00 000000			PAYMENTS TO LEAS & GVRNMT UNIT/MISCELLANEOUS OBJECTS		4,200.00	
			F-2002130	2ND QRTRLY FIBER CONNECTION FEE	0	7,950.00	
10E800	6000 6900 00 000000			PAYMENTS TO LEAS & GVRNMT UNIT/MISCELLANEOUS OBJECTS		7,950.00	
199620	ILLINOIS-AMERICAN WATER CO.	04/21/2020	1025-210000219823	CENTENNIAL	0	271.92	931.83
10E200	2540 3700 00 000000			OPERATIONS/MAINTENANCE/WATER/SEWER SERVICES		271.92	
			1025-210000479724	AD.BLDG.	0	67.65	
10E100	2540 3700 00 000000			OPERATIONS/MAINTENANCE/WATER/SEWER SERVICES		67.65	
			1025-210000547191	NORTHLAWN	0	504.52	
10E400	2540 3700 00 000000			OPERATIONS/MAINTENANCE/WATER/SEWER SERVICES		504.52	
			1025-210001699187	CENTENNIAL	0	27.19	
10E200	2540 3700 00 000000			OPERATIONS/MAINTENANCE/WATER/SEWER SERVICES		27.19	
			1025-210001795122	KIMES	0	60.55	
10E300	2540 3700 00 000000			OPERATIONS/MAINTENANCE/WATER/SEWER SERVICES		60.55	
199621	Vendor Continued Void	04/21/2020					0.00
199622	ILLINOIS CENTRAL SCHOOL BUS	04/21/2020	480-02399	MARCH REG TRANS	0	21,804.12	121,240.81
40E800	2550 3311 00 000000			TRANSPORTATION/REGULAR STUDENTS-TRANSP.		21,804.12	
			480-02400	MARCH KIMES	0	14,812.50	
40E800	2550 3311 00 000000			TRANSPORTATION/REGULAR STUDENTS-TRANSP.		14,812.50	
			480-02401	MARCH PRE-K &	0	11,537.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
40E300	2550 3315 00 370501			MONITORS TRANSPORTATION/SPECIAL ED.-TRANSP.		11,537.70	
			480-02402	MARCH DIST SPED MIDDAY	0	1,481.30	
40E800	2550 3315 00 000000			TRANSPORTATION/SPECIAL ED.-TRANSP.		1,481.30	
			480-02403	MARCH DIST SPED & MONITORS	0	2,962.50	
40E800	2550 3315 00 000000			TRANSPORTATION/SPECIAL ED.-TRANSP.		2,962.50	
			480-02404	MARCH OTTAWA VAN	0	832.32	
40E800	2550 3311 00 000000			TRANSPORTATION/REGULAR STUDENTS-TRANSP.		832.32	
			480-02405	MARCH OUT OF DIST SPED & MONITORS	0	7,963.75	
40E800	2550 3315 00 000000			TRANSPORTATION/SPECIAL ED.-TRANSP.		7,963.75	
			480-02406	MARCH CHARTERS	0	768.71	
40E800	2550 3313 00 000000			TRANSPORTATION/ATHLETICS-TRANSP.		160.31	
40E800	2550 3314 00 000000			TRANSPORTATION/FIELD TRIP-TRANSP.		608.40	
			480-02421	MARCH PRE-K & MONITORS	0	12,183.84	
40E300	2550 3315 00 370501			TRANSPORTATION/SPECIAL ED.-TRANSP.		12,183.84	
			480-02422	MARCH KIMES	0	15,642.00	
40E800	2550 3311 00 000000			TRANSPORTATION/REGULAR STUDENTS-TRANSP.		15,642.00	
			480-02423	MARCH SPED PRE-K	0	1,564.20	
40E800	2550 3315 00 000000			TRANSPORTATION/SPECIAL ED.-TRANSP.		1,564.20	
			480-02424	MARCH IN DIST SPED	0	3,128.40	
40E800	2550 3315 00 000000			TRANSPORTATION/SPECIAL ED.-TRANSP.		3,128.40	
			480-02425	MARCH OUT OF DIST SPED	0	7,218.35	
40E800	2550 3315 00 000000			TRANSPORTATION/SPECIAL ED.-TRANSP.		7,218.35	
			480-02426	MARCH REG TRANS	0	19,341.12	
40E800	2550 3311 00 000000			TRANSPORTATION/REGULAR STUDENTS-TRANSP.		19,341.12	
199623	IL. ELEM. SCHOOL ASSOC.	04/21/2020	MEMBERSHIP DUES	2020-2021 SCHOOL YEAR	0	680.00	680.00
10E400	1500 6400 00 000000			INTERSCOLASTIC ACTIVITIES/DUES AND FEES		680.00	
199624	ILLINOIS VALLEY SURVEYING AND	04/21/2020	KIMES SCHOOL	SURVEY WORK - FY20	1002000246	4,500.00	4,500.00
20E800	2540 3190 00 000000			OPERATIONS/MAINTENANCE/OTHER PROFESSIONAL & TECH. SER		4,500.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
199625	ILLINOIS PUBLIC RISK FUND	04/21/2020	61695	MAY WORKER'S COMP & ADMIN FEE	0	12,115.00	12,115.00
80E800	2364 3808 00 000000			INSURANCE PAYMENTS/INSURANCE TORT PREMIUM		12,115.00	
199626	ILLINOIS VALLEY CELLULAR	04/21/2020	104643-001	CELL PHONES	0	55.73	55.73
10E100	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		55.73	
199627	IS CORP	04/21/2020	0706307	SERVICE BUREAU SUBSCRIPTION FEE	0	535.00	535.00
10E100	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		535.00	
199628	CHRISTINE ISERMANN	04/21/2020	REIMBURSE	BOOKS FOR SUMMER STUDENT PARENT READING PACKETS	0	209.00	209.00
10E300	3000 4100 00 430000			COMMUNITY SERVICES/GENERAL SUPPLIES		209.00	
199629	NATHAN A. KITZMAN	04/21/2020	REIMBURSE	ACADEMIC TEAM MILEAGE	0	91.43	480.93
10E400	1500 3320 00 000000			INTERSCOLASTIC ACTIVITIES/TRAVEL		91.43	
10E400	1200 4100 00 462000			REIMBURSE SUPPLIES SPECIAL PROGRAMS/GENERAL SUPPLIES	0	389.50	389.50
199630	Vendor Continued Void	04/21/2020					0.00
199631	KOHL WHOLESALE	04/21/2020	599847	CAFE SUPPLIES	0	507.30	21,964.05
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		507.30	
10E800	2560 4100 00 000000		599848	CAFE SUPPLIES	0	3,327.33	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		2,689.33	
10E800	2560 4110 00 000000			FOOD SERVICES/SUPPLIES OTHER THAN FOOD		638.00	
10E800	2560 4100 00 000000		599849	BREAKFAST SUPPLIES	0	982.01	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		982.01	
10E800	2560 4100 00 000000		603353	CAFE SUPPLIES	0	873.46	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		873.46	
10E800	2560 4100 00 000000		603354	CAFE SUPPLIES	0	786.80	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		786.80	
10E800	2560 4100 00 000000		603355	CAFE SUPPLIES	0	1,513.82	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		1,513.82	
10E800	2560 4100 00 000000		603356	CAFE SUPPLIES	0	1,682.02	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		1,450.02	
10E800	2560 4110 00 000000			FOOD SERVICES/SUPPLIES OTHER THAN FOOD		232.00	
10E800	2560 4110 00 000000		603357	BREAKFAST SUPPLIES	0	513.68	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		513.68	
			603358	ALA CARTE SUPPLIES	0	46.49	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		46.49	
			605223	CAFE SUPPLIES	0	3,728.96	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		3,677.26	
10E800	2560 4110 00 000000			FOOD SERVICES/SUPPLIES OTHER THAN FOOD		51.70	
			605224	BREAKFAST SUPPLIES	0	720.88	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		720.88	
			608576	CAFE SUPPLIES	0	2,554.84	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		2,554.84	
			608577	CAFE SUPPLIES	0	189.00	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		189.00	
			608578	BREAKFAST SUPPLIES	0	623.95	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		623.95	
			610726	CAFE SUPPLIES	0	2,137.69	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		1,408.93	
10E800	2560 4110 00 000000			FOOD SERVICES/SUPPLIES OTHER THAN FOOD		728.76	
			610727	BREAKFAST SUPPLIES	0	1,775.82	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		1,775.82	
199632	L.E.A.S.E.	04/21/2020	2019-20	FY20 3RD QUARTER BILLING	0	29,611.41	29,611.41
10E800	4000 3140 00 462000			PYMNTS TO OTHR LEASE-GVRN UNIT/PROFESSIONAL SERVICES -		26,325.83	
10E800	4000 3190 90 462000			PYMNTS TO OTHR LEASE-GVRN UNIT/OTHER PROFESSIONAL & TEC		3,285.58	
199633	RICHARD G LESAK	04/21/2020	REIMBURSE	SHOES PER CONTRACT	0	100.00	100.00
20E800	2540 2010 00 000000			OPERATIONS/MAINTENANCE/CUSTODIAN CLOTHING ALLOWANCE		100.00	
199634	MARCO, INC.	04/21/2020	26610919	COPIER RENTALS	0	1,697.22	1,697.22
10E800	1110 3230 00 000000			INSTRUCTION/REPAIR AND MAINTENANCE SERVICE		1,697.22	
199635	MCGRAW-HILL COMPANIES	04/21/2020	112512122001	TITLE I SUPPLIES (1000 400) - FY20	1002000252	10,687.55	21,801.57
10E200	1250 4100 00 430000			SPECIAL PROGRAMS/GENERAL SUPPLIES		4,685.62	
10E300	1250 4100 00 430000			SPECIAL PROGRAMS/GENERAL SUPPLIES		4,406.21	
10E400	1250 4100 00 430000			SPECIAL PROGRAMS/GENERAL SUPPLIES		1,595.72	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			112512586001	TITLE I SUPPLIES (1000 400) FY20	1002000253	2,848.42	
10E200	1250 4100 00 430000			SPECIAL PROGRAMS/GENERAL SUPPLIES		1,814.23	
10E300	1250 4100 00 430000			SPECIAL PROGRAMS/GENERAL SUPPLIES		323.09	
10E400	1250 4100 00 430000			SPECIAL PROGRAMS/GENERAL SUPPLIES		711.10	
			112518096001	TITLE I SUPPLIES (1000 400) FY20	1002000253	8,265.60	
10E200	1250 4100 00 430000			SPECIAL PROGRAMS/GENERAL SUPPLIES		5,264.56	
10E300	1250 4100 00 430000			SPECIAL PROGRAMS/GENERAL SUPPLIES		937.53	
10E400	1250 4100 00 430000			SPECIAL PROGRAMS/GENERAL SUPPLIES		2,063.51	
199636	MEDIACOM	04/21/2020	8384975000007668	TRANSPARENT LAN	0	700.00	700.00
10E100	2540 3250 00 000000			OPERATIONS/MAINTENANCE/RENTALS		700.00	
199637	METCALF-MARTIN, INC.	04/21/2020	984364	DRAIN AND WATER TO ONE OF THE HOME EC ROOM SINKS TO MAKE ROOM FOR NEW DRYERS	0	265.95	265.95
20E800	2540 3230 00 000000			OPERATIONS/MAINTENANCE/REPAIR AND MAINTENANCE SERVICE		226.00	
20E800	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		39.95	
199638	MR. SWEEPER	04/21/2020	714536	FAN HOUSE AND FAN HOUSING	0	66.90	133.80
20E800	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		66.90	
			714537	FAN AND FAN HOUSING KIMES	0	66.90	
20E800	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		66.90	
199639	NEXTERA ENERGY SRVCS	04/21/2020	0183244000	CENTENNIAL	0	3,939.35	15,859.38
10E200	2540 4660 00 000000			OPERATIONS/MAINTENANCE/ELECTRICITY		3,939.35	
			0514175001	KIMES	0	3,502.65	
10E300	2540 4660 00 000000			OPERATIONS/MAINTENANCE/ELECTRICITY		3,502.65	
			1178218008	NORTHLAWN	0	8,417.38	
10E400	2540 4660 00 000000			OPERATIONS/MAINTENANCE/ELECTRICITY		8,417.38	
199640	NEXUS INDIAN OAKS	04/21/2020	IN52884	MARCH TUITION Q. LANNING	0	2,586.60	13,664.76
10E800	1912 6000 00 000000			OTHER OBJECTS		2,586.60	
			MARCH	MARCH ROOM AND BOARD Q. LANNING	0	11,078.16	
10E800	1912 6000 00 000000			OTHER OBJECTS		11,078.16	
199641	OMBUDSMAN	04/21/2020	IVC0000000028552	FEBRUARY TUITION	0	2,204.35	2,204.35

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				K.DULABHAN			
10E800	1912 6000 00 000000			OTHER OBJECTS		2,204.35	
199642	PALOS SPORTS, INC.	04/21/2020	344811-00	NORTHLAWN	1002000248	1,098.62	1,251.61
				SUPPLIES - FY20			
10E400	1110 4100 00 000000			INSTRUCTION/GENERAL SUPPLIES		1,098.62	
			344811-02	NORTHLAWN	1002000248	152.99	
				SUPPLIES - FY20			
10E400	1110 4100 00 000000			INSTRUCTION/GENERAL SUPPLIES		152.99	
199643	LISA M. PARKER	04/21/2020	REIMBURSE	POSTAGE FOR	0	106.80	106.80
				E-LEARNING			
				PACKETS			
10E800	2310 3400 00 000000			BOARD OF EDUCATION SERVICES/POSTAGE		106.80	
199644	PRAIRIE FARMS DAIRY, INC.	04/21/2020	3/14-3/19/2020	MILK	0	2,286.00	5,196.00
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		2,286.00	
			3/21-25/2020	MILK	0	522.00	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		522.00	
			3/7-10/2020	MILK	0	2,388.00	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		2,388.00	
199645	QUADIENT FINANCE USA, INC.	04/21/2020	7900044080366937	POSTAGE	0	8.72	8.72
10E800	2310 3400 00 000000			BOARD OF EDUCATION SERVICES/POSTAGE		8.72	
199646	QUIK-KILL PEST ELIM.,INC.	04/21/2020	8552	PEST	0	57.00	57.00
				ELIMINATION-AD.BLD			
				G.			
20E800	2540 3190 00 000000			OPERATIONS/MAINTENANCE/OTHER PROFESSIONAL & TECH. SER		57.00	
199647	QUILL CORPORATION	04/21/2020	5398300	ADMIN. SUPPLIES -	1002000243	93.59	93.59
				FY20			
10E800	2310 4100 00 000000			BOARD OF EDUCATION SERVICES/GENERAL SUPPLIES		93.59	
199648	STACY RICHIE	04/21/2020	REIMBURSE	TUITION	0	750.00	750.00
10E800	1110 2300 00 000000			INSTRUCTION/TUITION REIMBURSEMENT		750.00	
199649	ROBBINS,SCHWARTZ,NICHOLAS,LIFT	04/21/2020	864394	LEGAL SERVICES	0	1,786.25	1,786.25
10E800	2310 3180 00 000000			BOARD OF EDUCATION SERVICES/LEGAL SERVICES		1,786.25	
199650	RP LUMBER CO., INC.	04/21/2020	2003-120868	MAINT SUPPLIES	8002000178	26.97	865.78
				FY20			
20E400	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		26.97	
			2003-124791	MAINT SUPPLIES	8002000176	838.81	
				FY20			
20E800	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		838.81	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
199651	SCHOLASTIC BOOK CLUBS, INC.	04/21/2020	SUSIE THRUSH	ORDER #59857695 CUSTOMER #0654331537	0	187.97	187.97
10E400	1110 4100 00 000000			INSTRUCTION/GENERAL SUPPLIES		187.97	
199652	SCHOOL FIX	04/21/2020	343840A	MAINT SUPPLIES FY20	8002000182	707.43	707.43
20E200	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		707.43	
199653	SHAW MEDIA	04/21/2020	10183656	LEGAL NOTICE	0	255.45	255.45
10E800	2310 3500 00 000000			BOARD OF EDUCATION SERVICES/ADVERTISING		255.45	
199654	STOCK AND FIELD	04/21/2020	002554/P	MAINT SUPPLIES FY20	8002000172	47.94	47.94
20E200	2540 4100 00 000000			OPERATIONS/MAINTENANCE/GENERAL SUPPLIES		47.94	
199655	TEACHER PAY TEACHERS	04/21/2020	116067416	2ND GRADE WONDERS MEGA BUNDLE KATIE SLIKER CENT.	0	153.75	153.75
10E200	1110 4100 00 000000			INSTRUCTION/GENERAL SUPPLIES		153.75	
199656	TEQLEASE, INC.	04/21/2020	19660	LENOVO EQUIPMENT APRIL	0	2,484.41	2,484.41
10E800	1110 3230 00 000000			INSTRUCTION/REPAIR AND MAINTENANCE SERVICE		2,484.41	
199657	THE PAVILLION FOUNDATION	04/21/2020	0327	HOSPITAL SERVICES 3 DAYS O. HIGGINS	0	66.00	66.00
10E800	1212 6000 00 120000			BEHAVIOR DISORDERED/OTHER OBJECTS		66.00	
199658	TRANSPORTATION WITH A PERSONAL	04/21/2020	1905	MARCH TRANS 16 DAYS TO CHANCELIGHT IN WATERMAN	0	2,720.00	2,720.00
40E800	2550 3315 00 000000			TRANSPORTATION/SPECIAL ED.-TRANSP.		2,720.00	
199659	US FOODSERVICE	04/21/2020	2416813	CAFE SUPPLIES	0	772.60	4,578.58
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		717.01	
10E800	2560 4110 00 000000			FOOD SERVICES/SUPPLIES OTHER THAN FOOD		55.59	
10E800	2560 4100 00 000000		2464614	FFVP SUPPLIES	0	670.80	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		670.80	
10E800	2560 4100 00 000000		2552632	FFVP SUPPLIES	0	670.80	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		670.80	
10E800	2560 4100 00 000000		2553634	CAFE SUPPLIES	0	23.41	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		23.41	
10E800	2560 4100 00 000000		2650520	CAFE SUPPLIES	0	452.25	
10E800	2560 4100 00 000000			FOOD SERVICES/GENERAL SUPPLIES		452.25	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount	
10E800	2560 4100 00 000000		2701736	FFVP SUPPLIES	0	670.80		
				FOOD SERVICES/GENERAL SUPPLIES		670.80		
10E800	2560 4100 00 000000		2701738	BREAKFAST SUPPLIES	0	144.16		
				FOOD SERVICES/GENERAL SUPPLIES		144.16		
10E800	2560 4100 00 000000		2702804	CAFE SUPPLIES	0	25.11		
				FOOD SERVICES/GENERAL SUPPLIES		25.11		
10E800	2560 4100 00 000000		2788705	FFVP SUPPLIES	0	670.80		
				FOOD SERVICES/GENERAL SUPPLIES		670.80		
10E800	2560 4100 00 000000		2878502	CAFE SUPPLIES	0	477.85		
				FOOD SERVICES/GENERAL SUPPLIES		359.65		
10E800	2560 4110 00 000000			FOOD SERVICES/SUPPLIES OTHER THAN FOOD		118.20		
199660	WASTE MANAGEMENT OF IL.-SW	04/21/2020	3-24091-63001	NL	0	870.55	2,053.59	
10E400	2540 3210 00 000000			OPERATIONS/MAINTENANCE/SANITATION SERVICES		870.55		
10E300	2540 3210 00 000000		3-24093-23008	KIMES	0	469.20		
				OPERATIONS/MAINTENANCE/SANITATION SERVICES		469.20		
10E100	2540 3210 00 000000		3-24095-93001	AD BLDG.	0	87.87		
				OPERATIONS/MAINTENANCE/SANITATION SERVICES		87.87		
10E200	2540 3210 00 000000		3-24098-73002	CENTENNIAL	0	625.97		
				OPERATIONS/MAINTENANCE/SANITATION SERVICES		625.97		
						67 Computer	Check(s) For a Total of	487,860.55

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
201900275	REVTRAK, INC.	04/21/2020	STATEMENT	MARCH FEES	0	51.83	51.83
10E800 2310 4100 00 000000			BOARD OF EDUCATION SERVICES/GENERAL SUPPLIES			51.83	
				1	Wire Transfer Check(s) For a Total of		51.83

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	51.83
	0	ACH	Checks For a Total of	0.00
	67	Computer	Checks For a Total of	487,860.55
Total For	68	Manual, Wire Tran, ACH & Computer Checks		487,912.38
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	487,912.38

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
110	CORRECT ELECTRIC, INC.	04/21/2020	200032	LIFE SAFETY FY20 SMOKE DETECTORS CENTENNIAL LIBRARY	8002000136	4,880.00	4,880.00
90E800 2535 5400 00 000000			BUILDING CONSTRUCT IMPROV	SERV/CAPITAL OUTLAY		4,880.00	
111	MUCCIANTE HEATING & COOLING	04/21/2020	511	LIFE SAFETY FY20 INSTALL 2 WEIL MCCLAIN HOT WATER BOILERS	8002000144	24,866.40	24,866.40
90E800 2535 5400 00 000000			BUILDING CONSTRUCT IMPROV	SERV/CAPITAL OUTLAY		24,866.40	
				2 Computer	Check(s) For a Total of		29,746.40

	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
	2	Computer	Checks For a Total of	29,746.40
Total For	2	Manual, Wire Tran, ACH & Computer Checks		29,746.40
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	29,746.40

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount			
199586	KAYLA BRADLEY	04/21/2020	REIMBURSE	PRE-K CONFERENCE ON 3/4/20-3/6/20: LODGING AND MEALS ST. MICHAELS	0	406.86	406.86			
10E700	3700 3320 00 493200		NONPUBLIC SCHOOL PUPIL SERVICE/TRAVEL			406.86				
199587	BETH A. LAWLESS	04/21/2020	REIMBURSE	SUICIDE TRAINING PEORIA IL 2/24/2020	0	70.76	70.76			
10E400	2210 3140 00 462000		IMPROVEMENT OF INSTRUCTION/PROFESSIONAL SERVICES - INST			70.76				
199588	ANGELA M. REVELL	04/21/2020	REIMBURSE	KINDERGARTEN CONFERENCE ON 3/5/20 LODGING AND MEALS SCHAUMBURG	0	267.25	267.25			
10E300	2210 3320 00 493200		IMPROVEMENT OF INSTRUCTION/TRAVEL			267.25				
199589	REGIONAL OFFICE OF EDUCATION	04/21/2020	JEREMY JENKINS	STUDENT BEHAVIORAL THREAT WORKSHOP	0	15.00	15.00			
10E400	2210 3320 00 493200		IMPROVEMENT OF INSTRUCTION/TRAVEL			15.00				
199590	HEIDI R. SCHULTZ	04/21/2020	REIMBURSE	ADMIN ACADEMY REGISTRATION FEE	0	299.00	299.00			
10E800	2210 3140 00 462000		IMPROVEMENT OF INSTRUCTION/PROFESSIONAL SERVICES - INST			299.00				
199591	CHRISTINA STEPHENS	04/21/2020	REIMBURSE	MILEAGE FOR NL VOLLEYBALL	0	298.89	298.89			
10E400	1500 3320 00 000000		INTERSCOLASTIC ACTIVITIES/TRAVEL			298.89				
199592	TRISHA L. STUDNICKI	04/21/2020	REIMBURSE	MILEAGE, MEALS FOR KDG CONF. IN SCHAUMBURG IL 3/06/2020 ST. MICHAELS	0	178.07	178.07			
10E700	3700 3320 00 493200		NONPUBLIC SCHOOL PUPIL SERVICE/TRAVEL			178.07				
199593	BIANCA L. SUTTON	04/21/2020	REIMBURSE	MILEAGE AND MEALS AUTISM TRAINING ROSELLE IL 11/12-11/14	0	143.00	143.00			
10E200	2210 3140 00 462000		IMPROVEMENT OF INSTRUCTION/PROFESSIONAL SERVICES - INST			143.00				
							8	Computer	Check(s) For a Total of	1,678.83

	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
	8	Computer	Checks For a Total of	1,678.83
Total For	8	Manual, Wire Tran, ACH & Computer Checks		1,678.83
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,678.83

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
201900193	MIDLAND STATES BANK	02/29/2020	FEDERAL	W/H	0	29,874.23	29,874.23
10L000	4520 0000 00 000000		FEDERAL WITHHOLDING TAX PAYABL/			28,773.34	
20L000	4520 0000 00 000000		FEDERAL WITHHOLDING TAX PAYABL/			1,100.89	
			1	Void	Check(s) For a Total of		29,874.23

	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
	0	Computer	Checks For a Total of	0.00
Total For	0	Manual, Wire Tran, ACH & Computer Checks		0.00
Less	1	Voided	Checks For a Total of	29,874.23
			Net Amount	-29,874.23

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount		
199540	AFA-ANNUITY PREMIUM TRUST	03/31/2020	PAYROLL	ANNUITIES W/H	0	8,467.72	8,467.72		
10L000	4550 0000 00 000000		ANNUTIES PAYABLE/			8,467.72			
199541	AMERICAN FIDELITY ASSURANCE	03/31/2020	PAYROLL	INSURANCES	0	9,346.52	9,346.52		
10L000	4550 0000 00 000000		ANNUTIES PAYABLE/			9,189.20			
20L000	4550 0000 00 000000		ANNUTIES PAYABLE/			157.32			
199542	AMERICAN FIDELITY ASSURANCE CO	03/31/2020	PAYROLL	FLEX BENEFITS	0	2,096.66	2,096.66		
10L000	4550 0000 00 000000		ANNUTIES PAYABLE/			2,096.66			
199543	AXA EQUITABLE LIFE INSURANCE C	03/31/2020	PAYROLL	ANNUITY W/H	0	4,970.72	4,970.72		
10L000	4550 0000 00 000000		ANNUTIES PAYABLE/			4,970.72			
199544	FINANCIAL PLUS CREDIT UNION	03/31/2020	PAYROLL	CREDIT UNION DEDUCTIONS	0	1,210.00	1,210.00		
10L000	4550 0000 00 000000		ANNUTIES PAYABLE/			1,210.00			
199545	GUARDIAN	03/31/2020	00555227	DENTAL PREMIUMS APRIL 2020	0	7,985.38	7,985.38		
10L000	4560 0000 00 000000		EMPLOYEE INSURANCE PAYABLE/			7,985.38			
199546	HORACE MANN LIFE INSURANCE CO.	03/31/2020	PAYROLL	LIFE INS.CONTRIB.	0	100.00	100.00		
10L000	4550 0000 00 000000		ANNUTIES PAYABLE/			100.00			
199547	MG TRUST CO.	03/31/2020	PAYROLL	ANNUITY W/H ANNUITIES W/H	0	6,456.00	6,456.00		
10L000	4550 0000 00 000000		ANNUTIES PAYABLE/			6,456.00			
199548	NCPERS GROUP LIFE INS.	03/31/2020	PAYROLL	MONTHLY PREMIUMS	0	96.00	96.00		
10L000	4550 0000 00 000000		ANNUTIES PAYABLE/			96.00			
199549	SESEA	03/31/2020	PAYROLL	UNION DUES	0	1,256.25	1,256.25		
10L000	4590 0000 00 000000		OTHER PAYROLL DEDUCTIONS PAYAB/			1,090.29			
20L000	4590 0000 00 000000		OTHER PAYROLL DEDUCTIONS PAYAB/			165.96			
199550	STREATOR AREA UNITED WAY	03/31/2020	PAYROLL	CONTRIBUTIONS	0	87.04	87.04		
10L000	4550 0000 00 000000		ANNUTIES PAYABLE/			87.04			
199551	STREATOR ELEM. TEACHERS ASSOC.	03/31/2020	PAYROLL	UNION DUES	0	3,820.90	3,820.90		
10L000	4590 0000 00 000000		OTHER PAYROLL DEDUCTIONS PAYAB/			3,820.90			
199552	VISA	03/31/2020	7914	PURCHASES	0	871.80	871.80		
10E800	2310 3320 00 000000		BOARD OF EDUCATION SERVICES/TRAVEL			375.00			
10E400	2210 3320 00 493200		IMPROVEMENT OF INSTRUCTION/TRAVEL			496.80			
						13	Computer	Check(s) For a Total of	46,764.99

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
201900258	MIDLAND STATES BANK 10L000 4520 0000 00 000000	03/31/2020	FEDERAL	W/H FEDERAL WITHHOLDING TAX PAYABL/	0	122.51 122.51	122.51
201900259	MIDLAND STATES BANK 10L000 4520 0000 00 000000 20L000 4520 0000 00 000000	03/31/2020	FEDERAL	W/H FEDERAL WITHHOLDING TAX PAYABL/ FEDERAL WITHHOLDING TAX PAYABL/	0	31,125.20 30,065.63 1,059.57	31,125.20
201900260	IL. DEPT. OF REVENUE 10L000 4530 0000 00 000000 20L000 4530 0000 00 000000	03/31/2020	STATE	W/H STATE WITHHOLDING PAYABLE/ STATE WITHHOLDING PAYABLE/	0	17,324.59 16,608.87 715.72	17,324.59
201900261	TEACHERS' RETIREMENT SYSTEM 10L000 4515 0000 00 000000	03/31/2020	RETIREMENT	BD. SHARE TEACHERS' RETIREMENT SYSTEM/	0	30,417.93 30,417.93	30,417.93
201900262	TEACHERS' RETIREMENT SYSTEM 10L000 4515 0000 00 000000	03/31/2020	RET.	W/H TEACHERS' RETIREMENT SYSTEM/	0	151.80 151.80	151.80
201900263	TEACHERS' RETIREMENT SYSTEM 10L000 4516 0000 00 000000	03/31/2020	.58%	BD.SHARE TRS EMPLOYER CONTRIB./	0	1,970.45 1,970.45	1,970.45
201900264	TEACHERS' HEALTH INSURANCE 10L000 4517 0000 00 000000	03/31/2020	BD.SHARE	HEALTH INS.CONTRIB. TRS HEALTH INS./	0	3,350.40 3,350.40	3,350.40
201900265	TEACHERS' HEALTH INSURANCE 10L000 4517 0000 00 000000	03/31/2020	W/H	HEALTH INS.CONTRIB. TRS HEALTH INS./	0	859.64 859.64	859.64
201900266	TEACHERS' HEALTH INSURANCE 10L000 4518 0000 00 000000	03/31/2020	.80%	BD. SHARE TRS HEALTH INS.EMPLOYER/	0	3,124.30 3,124.30	3,124.30
201900267	MIDLAND STATES BANK 50L000 4570 0000 00 000000	03/31/2020	SOC.SEC.	W/H FEDERAL INSURANCE CONTRIBUTION/	0	7,297.45 7,297.45	7,297.45
201900268	MIDLAND STATES BANK 50L000 4570 0000 00 000000	03/31/2020	SOC. SEC.	BD. SHARE FEDERAL INSURANCE CONTRIBUTION/	0	7,297.45 7,297.45	7,297.45
201900269	MIDLAND STATES BANK 50L000 4570 0000 00 000000	03/31/2020	MEDICARE	BD. SHARE FEDERAL INSURANCE CONTRIBUTION/	0	5,543.42 5,543.42	5,543.42
201900270	MIDLAND STATES BANK 50L000 4570 0000 00 000000	03/31/2020	MED.	W/H FEDERAL INSURANCE CONTRIBUTION/	0	5,543.42 5,543.42	5,543.42
201900271	IL. MUNICIPAL RETIREMENT FUND 50L000 4540 0000 00 000000	03/31/2020	RETIREMENT	BD. SHARE MUNICIPAL RETIREMENT PAYABLE/	0	32,016.07 32,016.07	32,016.07
201900272	IL. MUNICIPAL RETIREMENT FUND 50L000 4540 0000 00 000000	03/31/2020	RET.	W/H MUNICIPAL RETIREMENT PAYABLE/	0	9,692.67 9,692.67	9,692.67
201900273	HEALTH CARE SERVICE CORPORATIO	03/31/2020	199810	APRIL INSURANCE	0	152,614.97	152,614.97

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10L000	4561 0000 00 000000		EMPLOYER INS. PAYABLE/	PREMIUMS		152,614.97	
				16 Wire Transfer Check(s) For a Total of			308,452.27

	0	Manual	Checks For a Total of	0.00
	16	Wire Transfer	Checks For a Total of	308,452.27
	0	ACH	Checks For a Total of	0.00
	13	Computer	Checks For a Total of	46,764.99
Total For	29	Manual, Wire Tran, ACH & Computer Checks		355,217.26
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	355,217.26

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
199582	CARROLL SEATING CO.	04/15/2020	INV-1013959	CAFETERIA TABLES AND BENCHES	1002000208	48,025.48	48,025.48
10E300	1110 5400 00 000000			INSTRUCTION/CAPITAL OUTLAY		48,025.48	
199583	FINANCIAL PLUS CREDIT UNION	04/15/2020	PAYROLL	CREDIT UNION DEDUCTIONS	0	1,210.00	1,210.00
10L000	4550 0000 00 000000			ANNUITIES PAYABLE/		1,210.00	
199584	SESEA	04/15/2020	PAYROLL	UNION DUES	0	1,243.11	1,243.11
10L000	4590 0000 00 000000			OTHER PAYROLL DEDUCTIONS PAYAB/		1,090.29	
20L000	4590 0000 00 000000			OTHER PAYROLL DEDUCTIONS PAYAB/		152.82	
199585	STREATOR ELEM. TEACHERS ASSOC.	04/15/2020	PAYROLL	UNION DUES	0	3,820.90	3,820.90
10L000	4590 0000 00 000000			OTHER PAYROLL DEDUCTIONS PAYAB/		3,820.90	
				4 Computer	Check(s) For a Total of		54,299.49

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
201900276	MIDLAND STATES BANK	04/15/2020	FEDERAL	W/H	0	30,456.04	30,456.04
	10L000 4520 0000 00 000000		FEDERAL WITHHOLDING TAX PAYABL/			29,223.91	
	20L000 4520 0000 00 000000		FEDERAL WITHHOLDING TAX PAYABL/			1,232.13	
201900277	IL. DEPT. OF REVENUE	04/15/2020	STATE	W/H	0	16,855.02	16,855.02
	10L000 4520 0000 00 000000		FEDERAL WITHHOLDING TAX PAYABL/			16,080.48	
	20L000 4520 0000 00 000000		FEDERAL WITHHOLDING TAX PAYABL/			774.54	
201900278	MIDLAND STATES BANK	04/15/2020	MEDICARE	BD. SHARE	0	5,382.98	5,382.98
	50L000 4570 0000 00 000000		FEDERAL INSURANCE CONTRIBUTION/			5,382.98	
201900279	MIDLAND STATES BANK	04/15/2020	MED.	W/H	0	5,382.98	5,382.98
	50L000 4570 0000 00 000000		FEDERAL INSURANCE CONTRIBUTION/			5,382.98	
201900280	MIDLAND STATES BANK	04/15/2020	SOC.SEC	BD. SHARE	0	7,395.72	7,395.72
	50L000 4570 0000 00 000000		FEDERAL INSURANCE CONTRIBUTION/			7,395.72	
201900281	MIDLAND STATES BANK	04/15/2020	SOC. SEC	W/H	0	7,395.72	7,395.72
	50L000 4570 0000 00 000000		FEDERAL INSURANCE CONTRIBUTION/			7,395.72	
201900282	TEACHERS' HEALTH INSURANCE	04/15/2020	.80%	BD. SHARE	0	3,055.65	3,055.65
	10L000 4518 0000 00 000000		TRS HEALTH INS.EMPLOYER/			3,055.65	
201900283	TEACHERS' RETIREMENT SYSTEM	04/15/2020	.58%	BD.SHARE	0	1,927.50	1,927.50
	10L000 4516 0000 00 000000		TRS EMPLOYER CONTRIB./			1,927.50	
201900284	TEACHERS' RETIREMENT SYSTEM	04/15/2020	RETIREMENT	BD. SHARE	0	29,902.60	29,902.60
	10L000 4515 0000 00 000000		TEACHERS' RETIREMENT SYSTEM/			29,902.60	
201900285	TEACHERS' HEALTH INSURANCE	04/15/2020	BD.SHARE	HEALTH	0	3,294.91	3,294.91
	10L000 4517 0000 00 000000		TRS HEALTH INS./	INS.CONTRIB.		3,294.91	
201900286	TEACHERS' HEALTH INSURANCE	04/15/2020	W/H	HEALTH	0	823.29	823.29
	10L000 4517 0000 00 000000		TRS HEALTH INS./	INS.CONTRIB.		823.29	

11 Wire Transfer Check(s) For a Total of 111,872.41

	0	Manual	Checks For a Total of	0.00
	11	Wire Transfer	Checks For a Total of	111,872.41
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	54,299.49
Total For	15	Manual, Wire Tran, ACH & Computer Checks		166,171.90
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	166,171.90

**Streator Elementary School District #44
Board of Education Meeting
April 21, 2020**

ACTION ITEM

TO: Members of the Board of Education

FROM: Dr. Lisa Parker, Superintendent

SUBJECT: Approval of Human Resources Consent Agenda

PROPOSED ACTION:

That the Board of Education approves the Human Resources Consent Agenda as presented.

BACKGROUND INFORMATION:

The Board of Education will discuss human resources items during closed session and take action at this time.

Streator Elementary School District #44
Board of Education Meeting
April 21, 2020

ACTION ITEM

TO: Members of the Board of Education
FROM: Dr. Lisa Parker, Superintendent
SUBJECT: Approval of Amended Transportation Services Agreement

PROPOSED ACTION:

That the Board of Education approves the amended transportation services agreement as presented.

BACKGROUND INFORMATION:

This amended agreement will allow for us to be properly charged for transportation services used/not used during school closure and allow our employees to be paid.

Transportation Services Contract Amendment

This agreement amends the Contract between Streator Elementary SD 44 (the "District"), and **Illinois Central School Bus LLC** (the "Contractor") (referred to collectively as the "Parties"). Per the recommendation provided by the Illinois State Board of Education for approved continued transportation reimbursement funding, the Contractor and District agree to the following amendment. This Amendment is hereby effective on March, 2020. Amendment will remain in place until a return to school has occurred at which time parties agree to return to original contract rate and payment structure.

As provided for under the terms of this Contract, the District and the Contractor agree to amend the following provisions:

1. Contractor agrees to charge District for transportation services based on a typical average day exclusive of field and athletic trips (based on last full month transportation invoice | February 2020) a rate of 88% of the contracted rates currently in place for the 19/20 SY. District agrees to pay Contractor based on payment timeline as indicated in current existing contract.
2. Contractor will use these funds to continue to pay personnel utilized in the service of this contract.

All other terms and conditions as set forth in the original Contract document shall remain in effect for the duration of this Contract.

Signature Warranty:

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Amendment to the Contract.

In Witness Whereof, the District and the Contractor have executed this Amendment.

Streator Elementary School District 44

BY: _____
(Name of Authorized Official & Title) Date

ILLINOIS CENTRAL SCHOOL BUS, LLC

BY: Dan O'Brien 3/30/20

Dan O'Brien, Director of Business Development Date

Streator Elementary School District #44
Board of Education Meeting
April 21, 2020

ACTION ITEM

TO: Members of the Board of Education
FROM: Dr. Lisa Parker, Superintendent
SUBJECT: Approval of Resolution for Suspension of Policy in Emergency Pandemic

PROPOSED ACTION:

That the Board of Education approves the resolution for suspension of policy in emergency pandemic as presented.

BACKGROUND INFORMATION:

As conditions change rapidly with the spread of the COVID-19 pandemic, school boards may find it increasingly difficult to secure a quorum necessary to make important decisions in a timely fashion. Boards may also need to suspend certain policies in order to give the superintendent the ability to quickly respond to these changing conditions. This resolution is recommended by the Illinois Association of Schools Boards to be approved.

Emergency Suspension of Policy Due to COVID-19 Pandemic

WHEREAS, Section 10-16.7 of the School Code (105 ILCS 5/10-16.7) requires school boards to direct, through policy, the superintendent in his or her charge of the administration of the school district;

WHEREAS the School Board has adopted Policy 2:240, *Board Policy Development*, which authorizes the board to adopt, revise, and temporarily suspend board policies;

WHEREAS, the Board has adopted Policy 4:180, *Pandemic Preparedness*, which acknowledges school closure in response to a pandemic and designates the Superintendent to act as a liaison for the School District to ensure the health and safety of students, staff, and the community;

WHEREAS, on March 9, 2020, Illinois Governor Pritzker declared all counties in Illinois as disaster areas pursuant to Section 7 of the Illinois Emergency Management Act (20 ILCS 3305/7) and directed implementation of the State's Emergency Operations Plan in response to the novel coronavirus (COVID-19);

WHEREAS, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic;

WHEREAS, on March 13, 2020, the U.S. President declared a national state of emergency and Governor Pritzker ordered the closure of all public and private K-12 schools in Illinois until March 30, 2020, in an effort to mitigate the spread of COVID-19;

WHEREAS, on March 20, 2020, Governor Pritzker extended the closure of all public and private K-12 schools in Illinois until April 7, 2020; and

WHEREAS, on March 31, 2020, Governor Pritzker extended the closure of all public and private K-12 schools in Illinois until April 30, 2020; and

WHEREAS, the Illinois State Board of Education (ISBE), which has authority to administer attendance and school calendar requirements, to interpret graduation requirements, and to oversee the allocation of resources for nutrition, transportation, and other crucial aspects of public education is providing written guidance to Illinois school boards and their districts on issues related to COVID-19, including but not limited to student attendance, e-learning, meal distribution, transportation, special education, and other issues;

THEREFORE, BE IT RESOLVED, by the Board of *Streator Elementary School District #44, LaSalle County, Illinois*, as follows:

Section 1: The Board suspends subheads and/or other provisions of its board policies and/or whole policies, as identified previously by the Board or if not previously identified by the Board, as identified together by the Board President and Superintendent, if such suspension is necessary to implement Executive Orders of the Governor and/or written guidance from ISBE relating to COVID-19, including any subsequent orders by the Governor to close schools, if any.

Section 2: The Superintendent will consult with the Board President, and as soon as practicable, but in any event prior to the emergency closure and efforts to implement written guidance from local, State, and federal health and government agencies, report to the Board regarding such emergency closure and efforts to implement written guidance.

Section 3: The Superintendent is authorized, after consultation with the Board President and notification to the Board, to close any school building or District facility without further action by the Board. Such closure shall continue during the emergency created by the COVID-19 pandemic until such time as the Superintendent, in consultation with appropriate local, State, and federal health and government authorities, deems it in the best interests of the District and its students to open schools.

Section 4: The Superintendent is authorized after notifying the Board President, based upon the needs of the District and the guidance from local, State, and federal health and government agencies, to direct staff assignments during District closures, including but not limited to essential employees who must physically report to work, and employees whose services are not needed.

Section 5: Access to the District's school grounds and school buildings or facilities may be limited as directed by the Superintendent during District closures relating to COVID-19.

Section 6: In the interest of public health, and in accordance with the Governor's Executive Order 2020-07 and subsequent guidance issued by the Illinois Attorney General, the Board may conduct open public meetings remotely via telephonic or electronic means, providing opportunity for public access and comment in accordance with the COVID-19 guidance of the Attorney General. The Board reserves the right to adjust board meeting dates, times, and locations during the District-wide emergency closure(s) in a manner consistent with the Open Meetings Act and issued COVID-19 guidance from the Illinois Attorney General, and notes that any or all Board members may attend board meetings remotely.

Section 7: Execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument. The Board intends that the Board President has the authority to bind the Board and District and will sign this Resolution after the Board adopts it, but any signature line in this Resolution not signed by the Board President or Board Secretary may be deemed through email communications as an intent to enter into this Resolution with the same force and effect as an original executed signed document pursuant to the Illinois Electronic Commerce Security Act (5 ILCS 175/1).

Adopted this _____ day of _____, 20 ____.

Attested by: _____, Board President

Attested by: _____, Board Secretary

**Streator Elementary School District #44
Board of Education Meeting
April 21, 2020**

ACTION ITEM

TO: Members of the Board of Education

FROM: Dr. Lisa Parker, Superintendent

SUBJECT: Approval of Picture/Yearbook Vendor

PROPOSED ACTION:

That the Board of Education approves the Picture and Yearbook Agreement as presented.

BACKGROUND INFORMATION:

HR Imaging Partners will be the "Official Photographer" for:

Streator Elementary School District 44

HR Imaging Partners and Streator Elementary School District 44 mutually agree that this agreement shall be based upon the proposal submitted by HR Imaging. HR Imaging's local representative will meet with District and Building Administrators, to gather all remaining details.

This agreement pertains to the 2020-2021 school year, and is renewable annually, by mutual agreement between the two parties.

Streator Elementary School District 44

Date

HR Imaging Partners

Date



**Streator Elementary School District #44
Board of Education Meeting
April 21, 2020**

ACTION ITEM

TO: Members of the Board of Education

FROM: Dr. Lisa Parker, Superintendent

SUBJECT: Approval of Health/Life Safety Bond Renewal

PROPOSED ACTION:

That the Board of Education moves to renew the Health/Life Safety Bond.

BACKGROUND INFORMATION:

This renewal takes board action to renew the Health/Life Safety Bond.

**TRAVELERS CASUALTY AND SURETY
COMPANY OF AMERICA**

**STATE OF ILLINOIS
SPECIAL BOND ISSUE BOND**

Bond No. 107247011

KNOW ALL MEN BY THESE PRESENTS, that subject to the terms, conditions, and limitations of this Bond, Holly K. Cashmer of Streator, Illinois, as Principal, and TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Connecticut, as Surety, are held and firmly bound unto Streator Elementary School District #44, as Obligee, State of Illinois, County of La Salle in the Penal Sum of Four Hundred Thirty Eight Thousand Two Hundred and Eighteen and 00/100 Dollars (\$438,218) for the payment of which, well and truly to be made, said Principal and Surety bind themselves, their heirs, executors, administrators and assigns jointly and severally by these presents.

WHEREAS, on the 8th day of May, 2020, at a special election or duly authorized and called board meeting, there was authorized to be issued by the aforementioned Obligee, a special bond issue for the specific purpose of Life Safety Bond.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that is the above bounden Principal shall faithfully perform the duties which may or will be required by law to be performed as School Treasurer of the Special Bond Issue, in the time and manner prescribed by law, and account for the monies coming into said special fund until the funds of the bond issue are fully disbursed in accordance with the law, then this obligation to be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, it is expressly understood and intended that obligation of the Surety shall not extend to any loss sustained by the insolvency, failure, or closing of any bank or savings and loan association or other financial institution organized and operating either under the laws of the State of Illinois or the United States wherein such treasurer has placed the funds in his custody or control, or any part thereof, provided, such depository has been approved by the governing body of the Streator Elementary SD #44 and, if this provision shall be held void, this entire bond shall be void.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 8th day of May, 2020.

Barbara J. Smith
Witness: Barbara J Smith

Holly K. Cashmer (Principal)

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
By: Chad Kleine
Chad Kleine (Attorney-in-Fact)



Approved and accepted by the Board of Education or Board of Directors of District Number _____

President, Secretary, Clerk or Township Trustee
(Print Name and Title)

Approved on this _____ day
of _____, _____.

Signature



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **CHAD E KLEINE** of **PEORIA** Illinois, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.
IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 3rd day of February, 2017.



State of Connecticut
City of Hartford ss.

By:
Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 8th day of May, 2020



Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.

Streator Elementary School District #44
Board of Education Meeting
April 21, 2020

INFORMATION ITEM

TO: Members of the Board of Education

FROM: Dr. Lisa Parker, Superintendent

SUBJECT: Review of Board Policies 2:125, 2:160, 4:50, 5:35, 5:50, 5:60, 5:150, 5:210, 5:280, 6:135, 6:235, 6:280, 7:70, 7:90, 7:130, 7:325, 8:10, 8:30, 8:80 and 8:110

INFORMATION:

The above policies are included for your review. Changes are based upon recommendation from the Illinois Association of School Boards. The policies will be on the agenda for approval in May.

School Board

Board Member Compensation Expenses

Board Member Compensation Prohibited

School Board 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 school board 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 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 and baggage receipts must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.

- c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of 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 charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
 4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
 5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

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

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

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

ADOPTION: May 19, 2020
August 13, 2019
December 13, 2016
November 20, 2007
August 10, 1993
December 18, 2012

School Board

Board Member Compensation; Expenses 1

Board Member Compensation Prohibited 2

School Board 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 3

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 4

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution.⁵ No later than approval of the annual budget and when necessary,⁶ the Superintendent will

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¹ State law controls this policy's content (105 ILCS 5/10-9, 5/10-10 and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); the Local Government Travel Expense Control Act (ECA), 50 ILCS 150/10 (regulation of travel expenses); and the Grant Accountability and Transparency Act, 30 ILCS 708/130 (regulation of travel expenses under grants).

² The legal limit for board secretary compensation is \$500. 105 ILCS 5/10-14.

³ 50 ILCS 150/15. 105 ILCS 5/10-7 also states, "[o]n all questions involving the expenditure of money, the yeas and nays shall be taken and entered on the records of the proceedings of the board," i.e., a *roll call vote*.

Although the School Code has always required a roll call vote on public expenditures, the ECA requires a roll call vote for any:

1. Officer or employee of the board that exceeds the *maximum allowable reimbursement amount* (MARA) set by the board in its resolution to regulate expenses, or
2. Board member (50 ILCS 150/15).

See f/n 13, below, for more discussion about amending or adopting another resolution when expenses exceed the MARA required by the ECA.

⁴ 50 ILCS 150/10 requires boards to regulate the reimbursement of expenses by *resolution* or *ordinance*. Unlike like the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20. Therefore, to effectuate the intent of the ECA's requirement to *regulate* expenses with an ordinance or resolution and stay within the confines of the School Code and best practice (minimize liability while aligning with the IASB "Foundational Principles of Effective Governance"), the language in this subhead:

1. Retains with the board its duty to *regulate* expenses through policy with a reference to a resolution that will define and set the types of allowable expenses in the district through the adoption of board policies 2:125, *Board Member Compensation; Expenses*, and 5:60, *Expenses* (105 ILCS 5/10-20)(see f/n 5, below);
2. Delegates to the superintendent the duty to recommend an appropriate MARA to the board for adoption in its resolution to regulate expenses (see f/n 7, below).

⁵ *Id.* For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*. Consult the board attorney about how often the board should adopt or revisit its resolution (see f/ns 6 and 8, below). For discussion about setting an annual time of year to adopt the resolution, see f/n 6, below.

⁶ 50 ILCS 150/10 allows boards to determine this timeline locally.

While the ECA does not require boards to adopt an *annual* resolution to regulate expenses, an annual review provides a way for the board to monitor this policy's implementation and its duties under the ECA and policy 2:240, *Board Policy Development*.

recommend a maximum allowable reimbursement amount for expenses to be included in the resolution.⁷ The recommended amount should be based upon the District’s budget and other financial considerations. ⁸

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member,⁹ (2) anyone’s personal expenses,¹⁰ or (3) entertainment expenses.¹¹ 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. ¹²

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:

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This sample policy uses “No later than approval of the annual budget” to align with 105 ILCS 5/17-1 (annual budget adoption within the first quarter of each fiscal year). The words *and when necessary* allow for flexibility in situations discussed in f/n 13, below (*emergency and/or an extraordinary circumstance*).

Consider consulting the board’s auditors to assist with this decision. Other options for the timing of when boards should set the MARA include:

1. Deleting ~~No later than approval of the annual budget~~ and replacing it with “At the start of each fiscal year”
2. Deleting ~~No later than approval of the annual budget~~ and replacing it with “At the start of each school year”
3. Deleting ~~No later than approval of the annual budget~~ and replacing it with “At the start of each calendar year”
or
4. Deleting “~~No later than approval of the annual budget~~” and replacing it with “When presenting the proposed budget”

⁷ For practical purposes, this duty is delegated to the superintendent because:

1. The School Code:
 - a. Allows the board to delegate duties to the superintendent (105 ILCS 5/10-16.7), and
 - b. Assigns to the superintendent the duty to make recommendations to the board concerning the budget (105 ILCS 5/10-21.4); and
2. The MARA should be based upon a district’s financial resources and other considerations important to the local district.

⁸ The ECA does not define MARA or how to determine it (see the first sentence of f/n 6, above). The board and superintendent should have a conversation that addresses at minimum the following topics:

1. Should the superintendent use and refer to line items from the current budget?
2. Would the board set per diems or set a very large number for the board and/or all of the district employees – both have their advantages and disadvantages.
3. Should the board categorize MARA by activity?
4. Will it categorize by individual responsibilities to the district or job titles/classes?
5. Should there be an amount category for each type of travel: airfare, train, automobile, taxi, etc.?
6. Will there be a special category for recurring and/or required training opportunities for teachers and board members?

These choices will depend upon many factors, including the budget, perhaps an auditor’s recommendation, the community’s preferences, and advice from the board attorney.

Amend the language throughout this subhead and in the fourth WHEREAS paragraph in 2:125-E3, *Resolution to Regulate Expense Reimbursements*, to reflect local preferences. Consider that inserting the actual MARA into the policy would likely require more formal continual policy updates as opposed to amending the resolution if a board needs to increase its MARA for any reason. For example, see the discussion in f/n 13, below.

⁹ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses from being advanced or reimbursed to any person other than a board member or employee of the district.

¹⁰ Optional. *Personal expenses* are not defined in 50 ILCS 150/25 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State’s widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

¹¹ 50 ILCS 150/25.

¹² *Id.*

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. ¹³

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:¹⁴

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools; ¹⁵
2. County or regional meetings and the annual meeting sponsored by any school board 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 expense advancement not used.¹⁶ 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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹³ 50 ILCS 150/10 and 15. A board may need to revisit its resolution to regulate expenses more often than annually if (a) an expense reimbursement amount exceeds the MARA set in the board’s resolution, and (b) an *emergency* or *an extraordinary circumstance* does not exist. Consult the board attorney in these circumstances to determine whether the board may need to revisit and amend its resolution to increase the MARA before approving the expenses exceeding it.

Emergency or *an extraordinary circumstance* is not defined by the ECA, but these terms are meant to allow boards flexibility when expenses exceed the MARA. Yet approving expense reimbursement requests that exceed the MARA as *emergencies* or *extraordinary circumstances* when the board or superintendent “did not plan well” or “an organization’s conference fees went up more than expected this year after the board adopted its resolution,” may open the board to public relations and other legal challenges. See *Laukhuf v. Bd. of Educ.*, 2003 WL 23936148 (Ill.Cir. 2003)(addressing what constitutes an *emergency* in the context of the Open Meetings Act (OMA)(5 ILCS 120/), which similar to the ECA, also does not define the term, and holding an emergency meeting to cure a situation that a school board created itself is not an emergency within the confines of OMA).

While the ECA does not provide for specific legal penalties for the wrongful approval of expenses, it is not clear whether a court may find in circumstances of poor MARA planning, that an *emergency* or *extraordinary circumstance* under the ECA did not exist and grant relief requested by a challenger as allowed under State law.

¹⁴ 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This advancement language pre-dates the ECA and is narrower than the ECA. A reasonable interpretation is that the MARA required in the ECA would apply to any advancement amount. This policy seeks to reconcile and highlight the differences between the School Code and the ECA requirements by separating School Code advancements into a separate subhead from ECA reimbursements (estimated and actual). For more distinctions between these laws and further discussion, see f/n 20, below.

¹⁵ Use this alternative for districts in suburban Cook County: replace “Regional Superintendent of Schools” with “appropriate Intermediate Service Center.”

¹⁶ 105 ILCS 5/10-22.32 requires the return of excess advancements that are issued.

Reimbursements and Purchase Orders subhead, below).¹⁷ 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 expenses¹⁸ 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 ¹⁹

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

Standardized Expense Form(s) Required ²⁰

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:

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¹⁷ Boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties. A board may expand this provision’s scope by amending and adding to the sentence as follows:

“~~and~~ other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list.”

See also f/n 8 in policy 2:120, *Board Member Development* for an example of a board member professional development opportunity that is encouraged by the School Code.

¹⁸ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: “an *estimate* if expenses have not been incurred . . .” or “a *receipt* . . . if the expenses have already been incurred,” suggesting no pre-approval is necessary. However, pre-approval is a best practice, and a board member who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements*, reflects the district’s specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 2:125-E2, *Board Member Estimated Expense Approval Form*. The form provides three methods for board members to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

¹⁹ Optional. Consult the board attorney about issuing credit and procurement cards to board members. See f/n 1 of policy 4:55, *Use of Credit and Procurement Cards*.

If in consultation with the board attorney credit and procurement cards will be issued to board members, delete “~~Credit and procurement cards shall not be issued to Board members.~~” and insert “Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.”

²⁰ 50 ILCS 150/20. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32). The **PRESS** materials on expenses marry the School Code’s advancement voucher requirement into the ECA’s requirement for a standardized estimated expense form. For an example, see 2:125-E2, *Board Member Estimated Expense Approval Form*, and 5:60-E2, *Employee Estimated Expense Approval Form*. These forms provide three methods for board members or district employees to submit anticipated/estimated expenses:

1. Providing estimated expenses under 50 ILCS 150/ (including for grant-related travel, see f/n 24, below),
2. Requesting expense advancements for the activities listed under 105 ILCS 5/10-22.32, or
3. Obtaining a purchase order (highly unlikely for anticipated board member expenses but possible).

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. ²¹
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

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

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed.²² Copies of airline tickets and baggage receipts must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, ride sharing or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board.²³ 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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²¹ 50 ILCS 150/20(2) and (3).

²² Optional. This language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2. If the board does not reimburse baggage fees, delete this sentence and ~~and baggage receipts~~ from the next sentence.

²³ Alternatively, a board could set a daily limit on meal costs, such as:

Board members will be reimbursed for meal costs and tips up to \$_____ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

But see also f/n 8, above and ensure this amount is consistent with the MARA set by the board resolution.

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

Additional Requirements for Travel Expenses Charged to Federal and State Grants ²⁴

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

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

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁴ Required by 30 ILCS 708/130. See policy 5:60, *Expenses*, and its f/ns 22-36 for details. Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval.

School Board

Board Attorney

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

ADOPTION: May 19, 2020
August 13, 2019
October 19, 2010
November 20, 2007
August 10, 1993

School Board

Board Attorney 1

The School Board may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District.² The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter.³ The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney.⁴ The Board may also authorize a specific Board member to confer with the Board Attorney on its behalf.

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

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ The attorney's selection and duties are totally within the board's discretion – bidding is not required. 105 ILCS 5/10-20.21.

² Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct, at www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp, address concurrent conflicts of interest. Board presidents, superintendents, and board attorneys should be prepared to ask potential board attorneys whether they will have the ability to declare that representation of the board and district will be to the exclusion of all other clients having potential conflicts with the board and district's interests. See exhibit 2:160-E, *Checklist for Selecting a Board Attorney*.

³ There is no general format for an agreement for legal services or an engagement letter. To help monitor its legal fees, a board should require a written agreement or an engagement letter with the board attorney or law firm that details the services, fees, expenses, and billing format. See exhibit 2:160-E, *Checklist for Selecting a Board Attorney*.

Legal services can be spelled out in the policy but boards face the attendant risk of conflicting lists. However, a board desiring such a list can use the following:

The attorney will:

1. Serve as counselor to the Board and attend Board meetings when requested by the Superintendent or Board President;
2. Represent the District in any legal matter as requested by the Board;
3. Provide written opinions on legal questions as requested by the Superintendent or Board President;
4. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board may request; and
5. Be available for telephone consultation.

⁴ Depending on the fee arrangement, contacting the board attorney generates fees owed by the district. Thus, to avoid excessive attorney fees, the board should consider limiting individuals who are authorized to contact the board attorney. Additional individuals may be added to this sentence as in the alternative below:

The following people are authorized to confer with and/or seek the legal advice of the Board Attorney: Superintendent or designee, Business Manager, District Freedom of Information Officer, Complaint Manager(s), District treasurer, and the Board President.

Individual board members should refrain from discussing their board attorney's advice outside of a board meeting. Disclosing legal advice can waive the attorney-client privilege. Individual board members possess none of the board's powers and are not authorized to individually waive attorney-client privilege on behalf of the board as an entity.

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)

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 School Board 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 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: May 19, 2020
September 17, 2019
November 16, 2010
March 19, 2008
August 10, 1993

Operational Services

Payment Procedures 1

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the School Board 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.² Approval of all bills shall be given by a roll call vote, and the votes shall be recorded in the minutes.³ 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. ⁴

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills.⁵ 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. ⁶

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)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

² 105 ILCS 5/8-16 and 5/10-20.19.

³ 105 ILCS 5/10-7.

⁴ Except for the payment of social security taxes and recurring bills, 105 ILCS 5/8-16 permits the treasurer to "pay out funds of the school district only upon an order of the board signed by the president and clerk or secretary or by a majority of the board." 105 ILCS 5/10-20.19 grants the treasurer authority to pay bills after receipt of "a certified copy of those portions of the board minutes, properly signed by the secretary and president, or a majority of the board." As minutes are not approved until the following meeting, a literal reading of this statute would result in late payments. The policy uses a pragmatic solution: the treasurer may pay bills upon receiving a board order or minutes, even if the minutes are unapproved, provided the order or minutes are signed by the president and secretary, or a majority of the board.

The Local Government Prompt Payment Act (50 ILCS 505/) governs the timelines for a board's approval and payment of bills and potential penalties for late payment. Unless otherwise agreed to between the board and a vendor/contractor, bills must be approved or disapproved within 30 days after receipt of the bill or 30 days after the date on which the goods or services are received, whichever is later, and payment is due within 30 days after the date of approval. 50 ILCS 505/3, 505/4, and 505/6.

⁵ 105 ILCS 5/8-16 and 5/10-20.19.

⁶ 105 ILCS 5/10-20.19(2); 23 Ill.Admin.Code §100.70.

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. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single workweek.

Overtime

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 ~~Superintendent 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. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

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.

STREATOR ELEMENTARY SCHOOL DISTRICT 44

Board of Education Policy

No. 5:35

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),
5:310 (Compensatory Time-Off)

ADOPTION: [May 19, 2020](#)
September 17, 2019
June 15, 2010
July 15, 2008

General Personnel

Compliance with the Fair Labor Standards Act ¹

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.”² “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. Saturday until 11:59 p.m. Friday.³ Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours.⁴ “Overtime” is time worked in excess of 40 hours in a single workweek.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy’s content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

The Ill. Minimum Wage Law, 820 ILCS 105/4a, covers all school employees, although many are exempt from overtime requirements. The federal Fair Labor Standards Act (FLSA) (29 U.S.C. §201 *et seq.*) also covers school employees. The law offering the greatest benefits to employees will control specific issues. However, under both State and federal law, non-exempt employees who work over 40 hours in a single workweek are entitled to overtime pay of a rate not less than one and one-half times the employees’ regular rate of pay. 29 U.S.C. §207; 820 ILCS 105/4a.

School districts in several states are experiencing widespread action by non-exempt employees to recoup unpaid overtime wages. Many of these actions have been successful because the school district did not strictly comply with overtime requirements or recordkeeper’s requirements. See 29 C.F.R. Part 785 (Hours Worked) and 29 C.F.R. Part 516, (Records to Be Kept by Employers). The U.S. Dept. of Labor (DOL) frequently finds employees misclassified as independent contractors or exempt employees. School officials are strongly encouraged to seek assistance from their attorney when making decisions involving wage and hour issues.

² “Exempt” employees are exempt from overtime requirements. An exempt employee, according to Illinois law, is “any employee employed in a bona fide executive, administrative or professional capacity, . . . , as defined by or covered by the Federal Fair Labor Standards Act of 1938 and the rules adopted under that Act, as both exist on March 30, 2003, but compensated at the amount of salary specified [in the current rules].” 820 ILCS 105/4a. By referring to the definitions in the former federal rules, the Illinois legislature rejected the DOL’s effort to expand the number of employees who are exempt from overtime requirements. To qualify for exemption in Illinois, employees generally must meet certain tests regarding their job duties and be paid on a “salary basis” at not less than \$684 per week. 29 C.F.R. Part 541. To check compliance, districts should review their list of exempt employees with their attorneys.

³ Employers must identify the workweek, but may designate any seven-day period. **Boards should ascertain what is currently used as a workweek to avoid inadvertently adopting a policy containing a different designation.** The workweek in this sample policy allows supervisors to adjust employee schedules at the end of the week if an employee was required to work the weekend.

⁴ Setting the workweek at 40 hours avoids having to pay an employee additional “straight time” compensation for the extra hours up to 40.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval.⁵ 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. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.⁶

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.⁷ Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation ⁸

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.

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), 5:310 (Compensatory Time-Off)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ This policy requires a supervisor's express approval as a best practice. However, employers will also be liable for work time when the employer knows or has reason to know work is continuing on or offsite. See 29 C.F.R. §785.11 and 5:35-AP3, *Compensable Work Time for Non-Exempt Employees Under the FLSA*. Employees must be compensated for all time worked, even if it is unauthorized overtime. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action.

⁶ Optional. The FLSA regulates the use of *comp-time*. 29 C.F.R. §§553.22-553.28. Before offering comp-time, a board must have a compensatory time-off policy or the topic must be covered in an applicable collective bargaining agreement. See 5:310, *Compensatory Time-Off* and 5:310-E, *Agreement to Receive Compensatory Time-Off*.

⁷ Docking an exempt employee's salary (e.g., for a disciplinary suspension) may result in the loss of the exemption unless the deduction was specifically authorized. Teachers, however, are not covered by this restriction.

⁸ The FLSA is administered by the Wage and Hour Division of the DOL. Its website contains compliance guidance, posters, and e-tools (www.dol.gov/WHD/flsa/index.htm).

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All District workplaces are drug- and alcohol-free workplaces.

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being on call for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use, of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being 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 Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis, being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to Ashley's Law. 105 ILCS 5/22-33.7 The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms listed in the Cannabis Regulation and Tax Act (CRTA).

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, District premises means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of the District 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 the 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.

7.6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol and violence.

E-Cigarette, Tobacco and Cannabis Prohibition ~~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 e-cigarettes, tobacco, and cannabis products ~~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.

Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10

E-Cigarette is short for electronic cigarette and includes, but is not limited to any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. ~~In addition or A~~alternatively, the ~~School~~Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, ~~employee-assistance_~~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.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill.Admin.Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTION: [May 19, 2020](#)
September 17, 2019
July 15, 2008
August 10, 1993

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition 1

All District workplaces are drug- and alcohol-free workplaces. 2

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. The Right to Privacy in the Workplace Act (RPWA) allows employers to regulate employees' use of lawful products that impair an employee's ability to perform his or her assigned duties. 820 ILCS 55/5(b), amended by P.A. 101-27. The Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/10-35(a)(8), amended by P.A. 101-593, allows penalties issued by employers of law enforcement officers for consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances while on or off-duty to be collectively bargained; districts that employ school resource officers should consult their board attorneys about this provision of the CRTA.

The federal Drug-Free Workplace Act applies only to the specific programs receiving federal funds. 41 U.S.C. §8101 *et seq.* For ease of administration, this policy makes its requirements applicable to all employees to avoid confusion during implementation and to avoid complications when obtaining and maintaining federal funds. The CRTA, 410 ILCS 705/, added by P.A. 101-27 and amended by P.A. 101-593, legalized cannabis, but it remains a *Schedule I* (c)(17) controlled substance under federal law, meaning that it has no currently accepted medical use in addition to a high potential for abuse. 21 U.S.C.A. §812 (exempting hemp as defined at 7 U.S.C.A. §1639o). 41 U.S.C. §§8101, 8102 and 8103. While not law, in June 2019, the U.S. House of Representatives, in a voice vote, voted in favor of an amendment to H.R. 3055, which was introduced by Reps. Earl Blumenauer (D-OR), Tom McClintock (R-CA), and Eleanor Holmes Norton (D-D.C.), prohibiting the U.S. Dept. of Justice (DOJ) from interfering with a state's decision to implement laws governing the legalization of cannabis (recreational and medicinal). This marked the first time that either branch of the U.S. Congress has voted to protect state recreational cannabis laws from federal enforcement actions. If the amendment becomes law, it would block the DOJ from using funds to intervene in state and territory cannabis legalization laws. This policy continues to prohibit employees from using cannabis as allowed by the CRTA. See f/n 9, below.

The federal Safe and Drug-Free Schools and Communities Act provides funds, upon application, for drug and violence prevention programs; it does not contain policy mandates. Illinois also has a Drug Free Workplace Act (30 ILCS 580/) that applies to districts with 25 or more employees working under a state contract or a grant of \$5,000 or more.

2 Replace this sentence with the district's drug- and alcohol- free policy goal(s), if any.

With the passage of the CRTA, 410 ILCS 705/, added by P.A. 101-27 and amended by P.A. 101-593, each board and superintendent may wish to engage in a risk-management conversation about the district's drug- and alcohol- free policy enforcement and discipline goals. Enforcement and discipline goals depend upon a board's risk-level tolerance and community expectations. Risk-level-tolerance decisions will depend upon many factors, including, but not limited to: (1) the board attorney's recommendations, (2) the district's budget parameters, if any, for reasonable suspicion training on identification of symptoms of impairment and/or being under the influence, (3) drug testing, and (4) the community's expectations. Answers to the following questions might structure this risk-management conversation:

1. Does the board want to implement a reasonable suspicion program (or any other type of *just cause* provisions in an applicable collective bargaining agreement) to identify employees suspected of being impaired and/or under the influence to enhance its ability to discipline?

2. Does the board want the superintendent to secure training for designated district employees to educate them to identify symptoms of impairment or being under the influence of the substances prohibited in this policy?

3. How does the board want to address employees in positions of leadership, e.g., the superintendent and/or building principal(s), who are perpetually on call due to the nature of their positions and responsibilities (see f/n 3, below)?

4. How will the district manage its duty to educate students about the dangers of drugs and alcohol against the reality that employees are allowed to use lawful products off-duty and off the district's premises (820 ILCS 55/5(b), amended by P.A. 101-27)?

5. Will licensed educators be held to a higher standard than non-licensed employees due to their professional code of conduct expectations?

6. Will employees working directly with students be held to a higher standard than employees not working directly with students?

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call*³ for the District: **4**

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance. **5**
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred. **6**
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33.⁷ The District considers

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3 An employee is *on call* when the employer schedules him or her with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the employer's location or another previously-designated location. 820 ILCS 55/5, amended by P.A. 101-27. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc.

For boards that do not want this text, delete ~~or being on call~~.

4 To align with best practices for identifying and subsequently initiating discipline of employees for violating this policy (especially with the passage of the CRTA) and any possible collective bargaining agreement provisions, the superintendent may want to convene the **Employee Substance Abuse Prevention Committee** (see 2:150-AP, *Superintendent Committees*).

5 These actions are prohibited by both federal (41 U.S.C.A. §§8101, 8102 and 8103) and State Workplace Acts. See f/n 12, below. These laws do not address *under the influence* but a board may add: “, or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.” This option is limited to *illegal* substances to avoid prohibiting employees from using lawfully prescribed controlled substances. See f/n 12. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. This policy's third paragraph addresses prescribed medications other than cannabis.

6 Optional; alcohol is not addressed in either the federal or State Drug-Free Workplace Acts. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. The Ill. Court of Appeals held that when the policy defines *under the influence* as any “mental, emotional, sensory or physical **impairment** due to the use of drugs or alcohol,” the school district must prove that the teacher showed signs of impairment even though she registered 0.056 blood-alcohol level on a Breathalyzer. *Kinsella v. Bd. of Ed. of the City of Chicago*, 27 N.E.3d 226 (Ill.App.1st 2015).

7 “[R]egardless of when and/or where the use occurred” is intended to mean that an employer may reach an employee's conduct on or off-duty depending upon the facts of the disciplinary situation; however, the CRTA contains a specific requirement that law enforcement employers adopt a policy outlining penalties for discipline of law enforcement employees for their on or off-duty conduct involving consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances. *Id.* at 10-35(a)(8), amended by P.A. 101-593. See also f/ns 1, above, and 9, below. Consult the board attorney if the district employs a school resource officer(s) (SRO(s)) as opposed to contracting with a local law enforcement agency for SRO services.

410 ILCS 130/25(b) prohibits discipline or arrest of school nurses and/or administrators for acting in accordance with *Ashley's Law*, 105 ILCS 5/22-33, amended by P.A. 101-370. Employers may enforce drug-free workplace policies when they are applied in a nondiscriminatory manner. 410 ILCS 705/10-50(a), added by P.A. 101-27, includes disciplining employees – even those who are *registered qualifying patients* – for violating drug-free workplace policies (410 ILCS 130/50 and 705/10-35(a)(1), added by P.A. 101-27). Contact the board attorney for advice concerning the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)).

employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms⁸ listed in the Cannabis Regulation and Tax Act (CRTA).⁹

For purposes of this policy, a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises*¹⁰ means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and

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⁸ Specific articulable symptoms listed in 410 ILCS 705/10-50(d), added by P.A. 101-27, include: the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. In contrast to the CRTA, the MCPA, while listing the same specific, articulable, symptoms, does not require an employer to have a *good faith belief* that a *registered qualifying patient* is under the influence of cannabis. 410 ILCS 130/50(f), and scheduled to be repealed on 7-1-20.

⁹ 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 allows reasonable, nondiscriminatory, zero-tolerance policies. If the district seeks to discipline an employee on the basis that he or she is under the influence of or impaired by cannabis, it must afford the employee a reasonable opportunity to contest the determination. *Id.* at 10-50(d), added by P.A. 101-27. See also f/n 7, above. **Contact the board attorney for advice concerning this provision and whenever the district seeks disciplinary action or dismissal of an employee on the basis of the cannabis prohibitions in the policy.**

See also the Ill. Vehicle Code 625 ILCS 5/11-501.2(b-5) number one: when an individual's tetrahydrocannabinol concentration (THC) is five nanograms or more in whole blood or 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), a presumption under Illinois law exists that the individual is under the influence of cannabis. Under 625 ILCS 5/11-501.2(b-5) number two: when an individual's [THC] is less than five nanograms in whole blood or less than 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), the individual may still be considered impaired.

In addition to a zero-tolerance policy, the CRTA also allows civil, criminal, or other penalties for:

1. Engaging in tasks under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct (410 ILCS 705/10-35(a)(1));
2. Possessing cannabis on a school bus or on school grounds (*Id.* at 10-35(a)(2)(A)-(B) unless permitted under the MCPA);
3. Using cannabis on a school bus or on school grounds (*Id.* at 10-35(a)(3)(A)-(B) unless permitted under the MCPA);
4. [Using cannabis] in a public place [while impaired or under the influence of cannabis] (*Id.* at 10-35(a)(3)(F));
5. Knowingly being [impaired by or under the influences of cannabis] in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the MCPA (*Id.* at 10-35(a)(3)(G));
6. Smoking [and/or *vaping* (see f/n 18, below for a definition of vaping)] it in any place where smoking is prohibited under the Smoke Free Illinois Act (*Id.* at 10-35(a)(4));
7. Using [cannabis] as an on-duty law enforcement officer, corrections officer, probation officer, or firefighter (*Id.* at 10-35(a)(8)), or consuming, possessing, selling, purchasing, or delivering cannabis or a cannabis-infused substance(s) while on or off-duty [only if a policy has been adopted] *Id.* at 10-35(a)(8), amended by P.A. 101-593; or
8. [Using cannabis while [b]]eing on duty as an individual holding a school bus permit or Commercial Driver's License (*Id.* at 10-35(a)(9)).

any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. “Vehicles used for school purposes” means school buses or other school vehicles.

As a condition of employment, each employee shall: **11**

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 five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee’s licensed health care provider, provided that an employee’s work performance is not impaired. **12**

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following: **13**

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. **14**
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations. **15**
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

10 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 and amended by P.A. 101-593, allows employers to prohibit cannabis in the *workplace*. Many attorneys agree it is a best practice for employers to define workplace in policies that prohibit cannabis. 410 ILCS 705/10-50(h), added by P.A. 101-27, defines *workplace* as the employer’s premises, including any building, real property, and parking area under the control of the employer or area used by an employee while in performance of the employee’s job duties, and vehicles, whether leased, rented, or owned – and may be further defined by the employer’s written policy when it is consistent with this definition.

This policy’s definition of workplace expands the above CRTA definition to areas that board policy and/or the School Code impose duties upon districts to keep students safe, including:

1. The *school property* definition from policy 8:30, *Visitors to and Conduct on School Property*;
2. The *school grounds* definition at 105 ILCS 5/10-27.1A(d); and
3. Places that school districts must prevent and respond to bullying, including vehicles used for school purposes. 105 ILCS 5/27-23.7(a).

11 Required by the State and federal Drug-Free Workplace Acts.

12 This optional paragraph is not addressed in State or federal drug-free workplace acts. An employer should generally not ask an employee about his or her use of medication. See rules implementing the Americans with Disabilities Act, 29 C.F.R. §1630.14. Consult the board attorney if an employee is suspected of working while impaired or under the influence.

13 Numbers one through five in this paragraph are required by the State and federal Drug-Free Workplace Acts. 30 ILCS 580/3.

14 As an alternative, replace the phrase “in a place where other information for employees is posted” with the district’s local method, e.g., staff intranet, Internet, etc.

15 Grants may be available from the Ill. State Board of Education for developing a drug-free awareness program. 105 ILCS 5/2-3.93. The drug-free awareness program requirement can be met by developing a brochure on drug abuse or by contacting local, State, or national anti-drug abuse organizations for materials. The materials should be distributed to employees along with a list of places employees may call for assistance.

5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence. 16

E-Cigarette, Tobacco, and Cannabis Prohibition 17

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes,¹⁸ tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco shall have the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah,

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁶ Optional. This statement serves as a display of good judgement and a reminder to employees that 105 ILCS 5/27-13.2 and 23.4 (provided it can be funded by private grants or the federal government) require districts to educate students about the dangers of substance abuse.

¹⁷ 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act, 410 ILCS 82/, and the CRTA, 410 ILCS 705/10-35(a)(4)(smoking anyplace where smoking is prohibited under the Smoke Free Illinois Act). Federal law prohibits smoking inside schools. 20 U.S.C. §6083(a).

The prohibition in 8:30, *Visitors to and Conduct on School Property*, referred to here, applies “on school property or at a school event.” Here, “at a school event” is clarified with the phrase “while ... performing work for the District” in order to align with this policy’s other prohibitions.

¹⁸ While 720 ILCS 675, amended by P.A. 101-2, excludes e-cigarettes from its definition of tobacco, it does not address vaporization. Prohibiting *e-cigarettes* aligns with the district’s obligation to maintain a safe, smoke-free environment and is logical extension of 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act (410 ILCS 82/), and The Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2 (raising the legal age to buy tobacco and e-cigarette products to 21 years of age). In addition, the U.S. Food and Drug Administration now regulates e-cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed.Reg. 28973.

E-Cigarettes may resemble cigarettes but contain a battery-operated heating element that turns a liquid into an aerosol (or vapor) that sometimes includes nicotine, flavorings, and other chemicals. The act of inhaling and exhaling the aerosol is known as *vaping*. See www.centeronaddiction.org/e-cigarettes/recreational-vaping/what-vaping. For ease of administration, this policy treats *vaping*, whether tobacco products or not, and smoking tobacco the same due to the outbreaks of lung disease associated with the use of e-cigarettes and vaping. Some e-cigarettes do not look like tobacco products; they are designed to resemble other objects, such as USB flash drives, to be more easily concealed. Like smoking tobacco, vaporization products may include nicotine, which is derived from and is the addictive drug in tobacco, and other potentially harmful chemicals. See *Tobacco/Nicotine and E-Cigs* at: www.drugabuse.gov/drugs-abuse/tobacconicotine-e-cigs. Unlike smoking tobacco, vaping does not produce smoke, but rather the aerosol, often mistaken for water vapor and consisting of fine particles. Many of these particles contain varying amounts of toxic chemicals, which have been linked to cancer and respiratory and heart disease. An outbreak of lung disease has been associated with e-cigarette use and vaping. See articles at:

www.cdc.gov/tobacco/basic_information/e-cigarettes/severe-lung-disease.html; and
www.cdc.gov/tobacco/basic_information/e-cigarettes/severe-lung-disease/health-departments/index.html.

vape pen, or similar product or device, and any components or parts that can be used to build the product or device. **19**

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. **20** In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction. **21**

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. **22**

Disclaimer **23**

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

19 Optional. If a district does not want to include the statutory example that includes the term *vape pen*, which provides notice that vaping products are also prohibited through the term e-cigarette, replace ~~includes but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device~~ with “shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9).”

20 An employee who currently uses *illegal* drugs is not protected under the Americans With Disabilities Act (ADA) when the district acts on the basis of such use. 42 U.S.C. §12114. Legal drug abusers and alcoholics may still be protected as *handicapped* under the Rehabilitation Act of 1973 (29 U.S.C. §706 et seq.) or the Ill. Human Rights Act (IHRA). 775 ILCS 5/1-101 et seq. and 56 Ill.Admin.Code §2500.20. The Rehabilitation Act, however, excludes from protection “an alcohol or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment ... would constitute a direct threat to the property or the safety of others.” 29 U.S.C. §706(7)(B).

The ADA neither authorizes nor prohibits drug testing; it allows the results of such tests to be used as the basis for disciplinary action. 42 U.S.C. §12114; 29 C.F.R. §1630.16 (c). Drug tests may still violate other laws, e.g., Title VI and the Rehabilitation Act. 42 U.S.C. §2000e et seq.; and 29 U.S.C. §706 et seq. Drug tests may also be a subject of collective bargaining. See paragraph one of f/n 1, above. Consult the board attorney before implementing a drug testing program to enforce this policy.

21 Required by both the federal and State Drug-Free Workplace Acts.

22 Id.

23 Optional best practice text.

- LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill.Admin.Code §22.20.
- CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

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 and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing service, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Employees will be reimbursed for meal costs and tips up to \$40.00 per day consistent with the maximum 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.

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.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved.³⁵ The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

ADOPTION: [May 19, 2020](#)
January 19, 2019
December 13, 2016
July 15, 2008
August 10, 1993

LEGAL REF.: 2 C.F.R.§200.474.
30 ILCS 708/130, Grant Accountability and Transparency Act.
50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

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

General Personnel

Expenses ¹

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.² Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,³ (2) anyone's personal expenses,⁴ or (3) entertainment expenses.⁵ 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.⁶ 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.⁷ 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: ⁸

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¹ State law controls this policy's content. 105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); 820 ILCS 115/9.5, added by P.A. 100-1094 (regulation of employee expenditures under the Ill. Wage Payment and Collection Act)(WPCA); the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10 (regulation of travel expenses); and the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130 (regulation of travel expenses under grants). See f/n 13 of policy 2:125, *Board Member Compensation; Expenses*.

105 ILCS 5/10-22.32 states that "[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee's duties and will contribute to the professional development of that employee." This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

The WPCA, 820 ILCS 115/9.5, added by P.A. 100-1094, defines *necessary expenditures* as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

² 50 ILCS 150/10. See f/ns 4 through 8 in policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*.

³ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

⁴ Optional. *Personal expenses* are not defined in 50 ILCS 150/25 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

⁵ 50 ILCS 150/25.

⁶ *Id.*

⁷ Optional. 820 ILCS 115/9.5, added by P.A. 100-1094. The purpose of this sentence is to provide information to employees and the community about WPCA exclusions from reimbursable expenses.

⁸ 50 ILCS 150/20. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5:60-E1, *Employee Expense Reimbursement Form*, and 5:60-E2, *Employee Estimated Expense Approval Form* incorporate *voucher* into the ECA's requirement to use standardized forms. See f/n 12 below, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

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. ⁹
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended. ¹⁰
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended. ¹¹

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,¹² provided they fall below the maximum allowed in the Board's expense regulations. ¹³

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.¹⁴ Any portion of an expense advancement not used must be returned to the District.¹⁵ 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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Additionally, while the WPCA (820 ILCS 115/9.5(a)) allows employees to submit a signed statement regarding any receipts when supporting documentation is nonexistent, missing, or lost, 820 ILCS 115/9.5(b) outlines that employers are not liable for expenditure amounts that exceed the specifications or guidelines the employer has established for necessary expenditures. The ECA requires districts to establish such specifications and guidelines. 50 ILCS 150/10 and 20 (regulation of travel expenses).

⁹ 50 ILCS 150/20(2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

¹⁰ *Id.* at (4).

¹¹ *Id.*

¹² 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See f/n 8 above, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

¹³ 50 ILCS 150/10 and 20. This phrase recognizes that while advancements are allowed in these situations, they should remain below the MARA set by the board.

¹⁴ 50 ILCS 150/20.

¹⁵ This paragraph's provisions are required by 105 ILCS 5/10-22.32.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses¹⁶ 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) 17

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. ¹⁸

Registration 19

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:

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁶ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." or "a *receipt* ... if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements*, reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 5:60-E2, *Employee Estimated Expense Approval Form*. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

¹⁷ 50 ILCS 150/ does not define *maximum allowable reimbursement amount* (MARA). Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in f/n 8 of policy 2:125, *Board Member Compensation; Expenses*.

¹⁸ 50 ILCS 150/10 and 15. See f/n 13 in policy 2:125, *Board Member Compensation; Expenses* for more discussion.

¹⁹ Amend the language in subheads **Registration**, **Travel**, **Meals**, **Lodging**, and **Miscellaneous Expenses** to align with the MARA defined in the board's expense regulation resolution. See 2:125-E3, *Resolution to Regulate Expense Reimbursements*, for a sample resolution.

See f/ns 4 and 8 in policy 2:125, *Board Member Compensation; Expenses*, for further discussion about the board's power to set the expense regulations by policy (105 ILCS 5/10-20) and clarify considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10).

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed.²⁰ Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.²¹ 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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁰ Optional. This language reflects the standard for expenses permitted for federal awards. 41 C.F.R. §301-12.2. If the board does not reimburse baggage fees, delete this sentence and ~~and baggage receipts~~ from the next sentence.

²¹ Alternatively, a board could set a daily limit on meal costs, such as:

Employees will be reimbursed for meal costs and tips up to \$_ per day consistent with the maximum reimbursement amount(s) set by the Board.

But see also f/n 8 of policy 2:125, *Board Member Compensation; Expenses*, and ensure this amount is consistent with the MARA set by the board resolution.

Additional Requirements for Travel Expenses Charged to Federal and State Grants 22

All grant-related travel expenses must be pre-approved by the Superintendent or designee. 23

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award. 24
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy. 25
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status*²⁶ for more than 12 hours.²⁷ However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours. 28
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip. 29
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²² 30 ILCS 708/130. Boards are required to follow this subhead when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA. This policy is designed to be used in conjunction with 5:60-AP, *Federal and State Grant Travel Expense Procedures* to achieve compliance.

GATA adopts the uniform federal guidance for State grants, including for travel costs. 2 C.F.R. §200.474. Additionally, under GATA, boards may charge travel expenses to grants based on their own policy, provided the policy does not exceed federal travel regulations. 30 ILCS 708/130; 41 C.F.R. Chapters 300-304 (federal travel regulations). With regard to lodging, meals, and incidentals specifically, boards not only must keep costs at or below the federal standards, but they also cannot allow costs to exceed those normally allowed by the Governor's Travel Control Board (GTCB). 30 ILCS 708/130. The federal travel regulations and the rules of the GTCB are comprehensive. This policy addresses the most common areas of travel expenses and applies the strictest standard between the State and federal travel rules. To the extent this policy does not cover certain specific types of travel expenses, GATA provides that the GTCB Rules must be followed, provided they do not exceed federal travel regulations. The federal rules are laid out in detail in a Q&A format at: www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftf. The GTCB Rules are at: www.ilga.gov/commission/jcar/admincode/080/08002800sections.html. Regardless of the federal and State rules, travel expenses must still comply with the MARA set by the Board, unless approved by the board in accordance with this policy.

In GATA and throughout the IASB Policy Reference Manual, the terms *award* and *grant* are used interchangeably. The federal regulations define and use the term *federal award* (2 C.F.R. §200.38), but awards are more commonly referred to as grants.

²³ Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Employee Estimated Expense Approval Form*, can be used as a form for pre-approval.

²⁴ 2 C.F.R. §§200.474, 200.474(b)(1).

²⁵ 2 C.F.R. §200.474(b)(2).

²⁶ *Travel status* is not specifically defined in the federal travel regulations or in the GTCB rules, however, the Governor's Travel Council Regulation Rules, which apply to State employees and members of State boards, provide that an employee is on *travel status* while away on official business. Travel status begins when an employee leaves his or her work location or, if reporting directly to a destination, from the employee's residence or other location. It ends when an employee returns to his or her work location or, if reporting directly from the original destination, to the employee's residence or other location at the completion of the authorized travel. 80 Ill.Admin.Code §3000.140.

²⁷ 41 C.F.R. §301-11.1.

²⁸ 41 C.F.R. §301-10.300-10.310 are the federal regulations that address mileage reimbursement and related expenses.

²⁹ 2 C.F.R. §200.474(a).

require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required. ³⁰

7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less.³¹ These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable.³² In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate.³³ If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less. ³⁴
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved.³⁵ The Board does not reimburse employees for collision damage waiver or theft insurance. ³⁶
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.: 2 C.F.R. §200.474.
30 ILCS 708/130, Grant Accountability and Transparency Act.
50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

³⁰ 2 C.F.R. §200.474(e).

³¹ To determine the lesser applicable amount, compare the State rates, available at: www2.illinois.gov/cms/employees/travel/pages/travelreimbursement.aspx, with the federal per diem rates, available at: www.gsa.gov/travel/plan-book/per-diem-rates.

³² 80 Ill.Admin.Code §2800.400; 41 C.F.R. §301-11.30.

³³ 41 C.F.R. §301-11.30. 300% is the maximum reimbursement amount permitted under federal travel expense regulations and may be adjusted down by the board. The board may not reimburse over the MARA even if the expense is under the 300% threshold, unless it meets the requirements of the ECA. See f/n 17, above. See 5:60-AP, *Federal and State Award Travel Expense Procedures*, for details on lodging requirements, including excessive lodging requests.

³⁴ 80 Ill.Admin.Code §2800.500.

³⁵ See 41 C.F.R. §301-10.450 for a list of authorized exceptions.

³⁶ 41 C.F.R. §301-10.451. Federal regulations prohibit reimbursement for collision damage waiver and theft insurance in part because the government has negotiated full insurance coverage into its agreements with rental companies. Similarly, the State has negotiated the cost of damage collision waivers into its preferred vendor agreement. Districts may wish to pursue similar arrangements for additional coverage. Employees will often have coverage for rental car damage through their own personal auto policies. The federal regulations permit employees on official business to be reimbursed for their out-of-pocket deductibles. *Id.*

General Personnel

Personnel Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. 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*.

~~6.~~

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 employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 325 ILCS 5/4, Abused and Neglected Child Reporting Act,
745 ILCS 46/10. Employment Record Disclosure Act.
820 ILCS 40/, Personal Record Review Act.
23 Ill. Admin. Code §1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

ADOPTION: [May 19, 2020](#)
November 19, 2019
October 15, 2019
May 17, 2011
August 17, 2010
July 15, 2008
August 10, 1993

General Personnel

Personnel Records¹

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

¹ Unless a specific exemption is available, personnel file information is available to anyone making a FOIA request. 5 ILCS 140/. Specific exemptions protect the following:

1. *Private information* meaning "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person." 5 ILCS 140/7(1)(b); 5 ILCS 140/2(c-5).
2. *Personal information* "the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7(1)(c).
3. *Information prohibited from being disclosed under the Illinois Educational Labor Relations Act (IELRA)*. 5 ILCS 140/7.5(oo), added by P.A. 101-620 (final citation pending); 115 ILCS 5/3(d). The prohibitions in the IELRA overlap with some categories of private information identified in FOIA and include: (a) the employee's home address (including ZIP code and county); (b) the employee's date of birth; (c) the employee's home and personal phone number; (d) the employee's personal email address; (e) any information personally identifying employee membership or membership status in a labor organization or other voluntary association affiliated with a labor organization or a labor federation; and (f) e-mails or other communications between a labor organization and its members. Unless a specific exception in the IELRA applies, if a district receives a third party request for any of these six categories of information about an employee, the district must provide the union with a copy of the written request (or written summary of an oral request), as well as a copy of the district's response within five business days of sending the response. If the employee is not in a bargaining unit, then these notices must be given directly to the employee. 115 ILCS 5/3(d). **Note:** It is best practice to maintain union-related documents, such as grievances, separately from an employee's personnel file.
4. *Information prohibited from being disclosed by the PRRA*. 5 ILCS 140/7.5(q). The PRRA prohibits the disclosure of a performance evaluation under FOIA. 820 ILCS 40/11. The treatment of a request for a disciplinary report, letter of reprimand, or other disciplinary action depends on the age and nature of the responsive record. If the responsive record is more than four years old and is not related to an incident or attempted incident of sexual abuse or severe physical abuse, the request must be denied unless the disclosure is permitted by the Act. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by P.A. 101-531. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse or severe physical abuse, the request cannot be denied. 820 ILCS 40/8, amended by P.A. 101-531. If the responsive record is four years old or less (regardless of its nature), the district should provide the record and must notify the employee in written form or through email, if available. 820 ILCS 40/7 and 40/8, amended by P.A. 101-531.

The School Code prohibits the disclosure of school teacher, principal, and superintendent performance evaluations except as otherwise provided in the certified employee evaluation laws. 105 ILCS 5/24A-7.1.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub.L. 104-191) created national standards to protect individuals' medical records and other personal health information. If a district is a *covered entity* (i.e., offers a self-insured group health plan or flexible spending account), it must establish clear procedures to protect the employee's health information. 45 C.F.R. §164.502. Such districts should consult their attorneys and insurance provider for assistance.

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. ²
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*. ³

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance.⁴ The Superintendent shall 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. ⁵

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 325 ILCS 5/4, Abused and Neglected Child Reporting Act.
 745 ILCS 46/10, Employment Record Disclosure Act.
 820 ILCS 40/, Personal Record Review Act.
 23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 7:340 (Student Records)

² The Employment Record Disclosure Act (745 ILCS 46/10) provides conditional immunity to employers responding to a reference request; it states: "Any employer or authorized employee or agent acting on behalf of an employer who, upon inquiry by a prospective employer, provides truthful written or verbal information, or information that it believes in good faith is truthful, about a current or former employee's job performance is presumed to be acting in good faith and is immune from civil liability for the disclosure and the consequences of the disclosure." This immunity statute does not, however, create an exemption to the requirements in the PRRA. The PRRA requires an employer to give an employee written notice before divulging a "disciplinary report, letter of reprimand, or other disciplinary action to a third party." 820 ILCS 40/7. An employment application may contain a waiver of this notice. *Id.*

³ 325 ILCS 5/4(d), amended by P.A. 101-564, requires a superintendent, upon being asked for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. For more information, see 5:150-AP, *Personnel Records*.

⁴
⁵

Professional Personnel

Resignations

Tenured teachers may resign at any time with consent of the School Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

| See Collective Bargaining Agreement with the Streator Elementary Association.

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October 15, 2019
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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).

Professional Personnel

Resignations ¹

Tenured teachers may resign at any time with consent of the School Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board. ²

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1st 2006).

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

² Districts may want to add a liquidated damages clause to individual teacher contracts in order to discourage teacher resignations in violation of this policy and law.

A teacher who resigns during the school term, without the board's permission, in order to accept another teaching assignment may be referred by the board to the State Superintendent of Education, who shall convene an informal evidentiary hearing within 90 days after receipt of a resolution by the board. 105 ILCS 5/24-14, amended by P.A. 100-531. A teacher found guilty of resigning during the school term to accept another teaching position without board consent will have his or her license suspended for one calendar year. Id. In lieu of a hearing and finding, the teacher may agree to a lesser licensure sanction at the discretion of the State Superintendent. Id. See also Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1st 2006)(regional superintendent may suspend for one year the teaching certificate of a tenured or nontenured teacher who resigns to accept another position).

For further guidance, see Ill. State Board of Education non-regulatory guidance on the *Application of Section 24-14 of the Illinois School Code to Teacher Resignations* (10-28-19) at www.isbe.net/Documents/section-24-14-guidance.pdf.

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 School Board 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, ~~or teacher aides~~ and the requirements in this section do not apply. In addition, individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided ~~their service otherwise complies with ISBE rules. they otherwise qualify for instructional duties under ISBE rules.~~

Non-certificated and Unlicensed Personnel Working with Students Performing Non-Instructional Duties

Non-certificated 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 non-certificated 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*.

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LEGAL REF.: 34 C.F.R. §200.58
 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b
 625 ILCS 5/6-104 and 5/6-106.1.
 23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria),
 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and
 Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250
 (Community Resource Persons and Volunteers)

Educational Support Personnel

Duties and Qualifications 1

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 School Board policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals 2

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. 3

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; 4
2. As supervisors, chaperones, or sponsors for non-academic school activities; or 5

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

2 Educator licensure replaced the previous system of certification on 7-1-13. All Illinois teaching, administrative, and school service personnel certificates were converted to a corresponding license. Except as provided in ISBE rules §§1.630(b)(2) and 25.510(a), all new applicants for a paraprofessional credential must hold an educator license with stipulations endorsed for a paraprofessional educator. 105 ILCS 5/21B-20(2)(J), amended by P.A.s 101-220 and 101-594; 23 Ill.Admin.Code §§1.630 and 25.510. See ISBE's explanation at:

www.isbe.net/Pages/Educator-Licensure-Requirements.aspx.

A district may continue to use the term *teacher aide* to describe licensed personnel performing instructional support activities. In that situation, use the following alternative for the subhead and first paragraph:

Paraprofessionals and Licensed Teacher Aides

Paraprofessionals and licensed teacher aides provide supervised instructional support. Personnel performing instructional support activities must hold a current educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

If a district uses teacher aides to perform non-instructional support activities, *unlicensed teacher aides* may be inserted in the subhead for next section as follows: "Noncertificated and Unlicensed Personnel (Including Unlicensed Teacher Aides) Working with Students and Performing Non-Instructional Duties."

Paraprofessionals are not required to maintain discipline under 105 ILCS 5/24-24. 23 Ill.Admin.Code §1.280.

3 105 ILCS 5/10-22.34; 23 Ill.Admin.Code §§1.630(c)(3) (other unlicensed personnel) and 25.620 (student teaching).

This paragraph is optional and may be deleted if the board desires a streamlined policy.

4 105 ILCS 5/10-22.34(a)(2).

5 105 ILCS 5/10-22.34a; 23 Ill.Admin.Code §1.630(c)(1).

3. For non-teaching duties not requiring instructional judgment or student evaluation. ⁶ 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. ⁷

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership.⁸ 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.⁹ 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. ¹⁰

Bus Drivers

All school bus drivers must have a valid school bus driver permit.¹¹ The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver,

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁶ 105 ILCS 5/10-22.34(a)(1); 23 Ill.Admin.Code § 1.630(a).

⁷ 105 ILCS 5/10-22.34b, last paragraph. Noncertificated personnel may be used to provide specialized instruction in a field that an individual is particularly qualified by reason of specialized knowledge or skill. 23 Ill.Admin.Code § 1.630(c)(3)(C). Districts that frequently use noncertificated individuals to provide such instruction may consider adding the following optional sentence:

When appropriate, the Superintendent may seek approval from the responsible Regional Superintendent for a noncertificated individual to provide specialized instruction not otherwise readily available in the school environment, in the field that the individual is particularly qualified by reason of specialized knowledge or skill.

⁸ A district should consult the handbooks and by-laws of the appropriate associations, e.g., the Ill. High School Association, the Southern Ill. Junior High School Athletic Association, and the Ill. Elementary School Association.

An optional sentence follows:

The coach for an extracurricular athletic activity sponsored or sanctioned by the Illinois High School Association (IHSA) at or above the ninth grade level must have completed the IHSA's educational program and competency testing on preventing abuse of performance-enhancing substances, provided the program is available.

⁹ Optional and may be amended. The first requirement identifies a basic competency, and the second two requirements are intended to ensure coaches are trained emergency responders. For AED training program requirements, see Automated External Defibrillator Act (410 ILCS 4/15) and Automated External Defibrillator Code (77 Ill.Admin.Code §§525.300 and 525.400).

¹⁰ 225 ILCS 5/3 and 5/4.

¹¹ The regional superintendent is authorized to conduct school bus driver instruction courses and investigate whether persons hired to operate school buses have valid school bus driver permits. 105 ILCS 5/3-14.23, amended by P.A. 100-863.

School bus driver permits are issued by the Ill. Secretary of State (SOS). 625 ILCS 5/6-106.1, amended by P.A.s 100-513 and 101-458. Districts must conduct a pre-employment interview with bus driver candidates, distribute bus driver applications and medical forms, and submit the applicant's fingerprint cards to the Ill. Dept. of State Police (ISP) for criminal background investigations. Districts must also certify in writing to the SOS that all pre-employment conditions were completed, including an Illinois-specific criminal background investigation through the ISP and the submission of necessary fingerprints to the Federal Bureau of Investigation for criminal history information. Id. The applicant presents this certification to the SOS when submitting the school bus driver permit application. Id.

A school bus driver operating a school bus at the time of an accident is deemed by the implied consent law to agree to submit to tests at the direction of a law enforcement officer of the driver's breath, blood, or urine to determine the presence of alcohol, or other drugs, in the person's system. 625 ILCS 5/6-516.

Anyone driving a bus chartered to transport students to or from interscholastic athletic or interscholastic or school-sponsored activities must have a valid school bus driver permit; this does not apply to any driver employed by a public transportation provider when the bus is on a regularly scheduled route for transporting other fare-paying passengers. 625 ILCS 5/6-104(d-5).

that the bus driver permit holder has been called to active duty.¹² 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*.

LEGAL REF.: 34 C.F.R. §200.58.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹² This sentence is optional, but the notification is required by 625 ILCS 5/6-106.1(h). *Active duty* is defined in the statute as active duty pursuant to an executive order of the U.S. President, an act of the Congress, or an order of the Governor. 625 ILCS 5/6-106.1(j). Upon notification, the SOS will characterize the permit as inactive until a permit holder renews the permit pursuant to 625 ILCS 5/6-106.1(h).

Accelerated Placement Program

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

ADOPTION [May 19, 2020](#)
October 16, 2018

LEGAL REF.: 105 ILCS 5/14A.
23 Ill.Admin.Code Part 227, Gifted Education

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

Instruction

Accelerated Placement Program 1

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.² 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.³ APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade.⁴ 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.⁵ Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner. ⁶

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); ⁷
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and ⁸
3. Assessment processes that include multiple valid, reliable indicators. ⁹

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires this subject matter be covered by policy and controls its content. 105 ILCS 5/14A, amended by P.A. 100-421 (the Accelerated Placement Act (APA)); 23 Ill.Admin.Code Part 227. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c).

² Optional. Ensure this statement matches the board's current educational philosophy and objectives. See sample policy 6:10, *Educational Philosophy and Objectives*.

³ 105 ILCS 5/14A-17, added by P.A. 100-421; 23 Ill.Admin.Code §227.5.

⁴ Id. For high school districts, delete "~~and (c) early entrance to kindergarten or first grade~~" and insert the word "and" between (a) and (b).

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age.*). The APA requires accelerated placement to include "early entrance to kindergarten or first grade." 105 ILCS 5/14A-17. 105 ILCS 5/10-20.12 *permits* districts to offer early entrance to kindergarten or first grade "based upon an assessment of the student's readiness to attend school." 105 ILCS 5/10-20.12 also states that students may enter first grade early when they: (1) are assessed for readiness; (2) have attended a non-public preschool and continued their education at that school through kindergarten; (3) were taught in kindergarten by an appropriately certified teacher; and (4) will attain the age of 6 years on or before December 31. Id. See sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. **Consult the board attorney for guidance.**

⁵ 105 ILCS 5/14A-32(a)(1), added by P.A. 100-421; 23 Ill.Admin.Code §227.5.

⁶ 105 ILCS 5/14A-25, amended by P.A. 100-421.

⁷ 105 ILCS 5/14A-32(a)(2), added by P.A. 100-421, requires that the accelerated placement policy include "a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians" but does not specify what individuals are to be involved or limit those individuals to district employees. Amend this listing to align with the local board's preference.

⁸ 105 ILCS 5/14A-32(a)(3), added by P.A. 100-421.

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.¹⁰ 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.
11

LEGAL REF.: 105 ILCS 5/14A.
23 Ill.Admin.Code Part 227, Gifted Education.

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁹ 105 ILCS 5/14A-32(a)(4), added by P.A. 100-421.

¹⁰ Optional. 105 ILCS 5/14A-32(b)(1) permits, but does not require “procedures for annually informing the community at-large, including parents or guardians, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement.”

¹¹ Optional. 105 ILCS 5/14A does not require this but it is a recommended best practice and aligns with sample policy 7:10, *Equal Educational Opportunities*.

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

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 on to 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), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTION: [May 19, 2020](#)
November 19, 2019
August 21, 2012
September 23, 2008
August 10, 2006

Instruction

Access to Electronic Networks ¹

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.² The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).³

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.⁴ 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.⁵ 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. ⁶

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law requires this subject matter be covered by policy. State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

A policy on Internet safety is necessary to receive *E-rate* funds under the Elementary and Secondary Education Act, Student Support and Academic Enrichment Grants (20 U.S.C. §7131.) and to qualify for universal service benefits under the Children's Internet Protection Act (47 U.S.C. §254(h) and (l)).

² This goal is repeated in exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks*.

³ Topics for the implementation plan include integration of the Internet in the curriculum, staff training, and safety issues. The implementation plan can also include technical information regarding service providers, establishing Internet accounts, distributing passwords, software filters, menu creation, managing resources and storage capacity, and the number of dial-up lines or access points for users to connect to their accounts. Another topic is investigation of inappropriate use.

⁴ No system can guarantee to operate perfectly or to prevent access to inappropriate material; this policy statement attempts to absolve the district of any liability.

⁵ Required by 47 U.S.C. §254(h)(5)(B)(iii) and 47 C.F.R. §54.520(c)(i) only for districts that receive *E-rate* discounts for Internet access or plan to become participants in the *E-rate* discount program. All boards receiving an *E-rate* funding for Internet access must certify that they have updated their Internet safety policies. See, *FCC Report and Order 11-125* (August 11, 2011). This sentence is optional if the district only receives discounts for telecommunications, such as telephone service, unless the district plans to participate in the *E-rate* discount program.

⁶ School authorities may reasonably regulate student expression in school-sponsored publications for education-related reasons. *Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988). This policy allows such control by clearly stating that school-sponsored network information resources are not a "public forum" open for general student use but are, instead, part of the curriculum.

Acceptable Use ⁷

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.⁸ 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.⁹ Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. ¹⁰

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

It is an unfair labor practice (ULP) under the Ill. Educational Labor Relations Act (IELRA) for an employer to discourage employees from becoming or remaining members of a union. 115 ILCS 5/14(a)(10), added by P.A. 101-620. In connection with that potential penalty, the IELRA requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14 (c-5), added by P.A. 101-620. This policy aligns with IELRA requirements by clarifying the District's electronic network is not a public forum for general use by outside parties and by limiting use of the network to the purposes stated under the Acceptable Use subhead. However, districts are still prohibited under the First Amendment to the U.S. Constitution from suppressing messages based on viewpoint and may be subject to liability if they affirmatively block individual senders. See *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37 (1983); *Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018). Consult the board attorney if the board wants to amend this policy to prohibit access by specific parties and/or before taking steps to "block" any specific party from the district's email system based on the content of the party's message.

⁷ This paragraph provides general guidelines for acceptable use regardless of whether Internet use is supervised. The specific rules are provided in exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks* (see also f/n 1). This paragraph's application to faculty may have collective bargaining implications.

⁸ The "privilege, not a right" dichotomy is borrowed from cases holding that a student's removal from a team does not require due process because such participation is a privilege rather than a right. The deprivation of a privilege typically does not trigger the Constitution's due process provision. *Clements v. Bd. of Educ. of Decatur Public Sch. Dist. No. 61*, 133 Ill.App.3d 531 (4th Dist. 1985). Nevertheless, before access privileges are revoked, the user should be allowed to give an explanation.

⁹ If students are allowed only supervised access and are not required to sign the *Authorization for Access to the District's Electronic Networks*, the provisions from the *Authorization* should be used as administrative procedures for covering student Internet use. See 6:235-AP1, *Acceptable Use of the District's Electronic Networks*. This is an optional sentence:

The Superintendent shall establish administrative procedures containing the appropriate uses, ethics, and protocol for Internet use.

The Harassing and Obscene Communications Act criminalizes harassing and obscene electronic communication. 720 ILCS 5/26.5.

¹⁰ The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. This provision attempts to avoid Fourth Amendment protection for communications and downloaded material by forewarning users that their material may be read or searched, thus negating any expectation of privacy.

Email and computer files are "public records" as defined in the Ill. Freedom of Information Act (FOIA) if they are, as in this policy, "under control" of the school board. 5 ILCS 140/2. They may be exempt from disclosure, however, when they contain information that, if disclosed, "would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7. Alternatively, a school board may believe that making email semi-private enhances its educational value. The following grants limited privacy to email communications and can be substituted for the sample policy's sentence preceding this footnote:

School officials will not intentionally inspect the contents of email without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding email that is alleged to contain material in violation of this policy or the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*.

Internet Safety 11

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.¹² 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.¹³ The Superintendent or designee shall include measures in this policy's implementation plan to address the following: ¹⁴

1. Ensure staff supervision of student access to online electronic networks, ¹⁵
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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹¹ See f/n 1.

¹² This sample policy language is broader than the requirements in federal law (20 U.S.C. §7131, 47 U.S.C. §254, and 47 C.F.R. §54.520(c)(i)). It does not distinguish between minors (children younger than 17) and non-minors. The terms, *minor*, *obscene*, *child pornography*, and *harmful to minors* have not changed, but are now explicitly referred to in the regulations at 47 C.F.R. §54.520(a). Federal law defines *harmful to minors* as:

...any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The Federal Communications Commission specifically declined to find that access to *Facebook* or *MySpace* are per se *harmful to minors*. School officials have discretion about whether or not to block access to these and similar sites. See supra f/n 3.

¹³ Permitted by 20 U.S.C. §7131(c). The policy's provision for prior approval is not in the law and may be omitted. The entire sentence may be eliminated if a board does not want the filtering device to be disabled.

¹⁴ In order to qualify for universal service benefits under the federal Children's Internet Protection Act (CIPA), the district's Internet safety policy must address the items listed in the sample policy. 47 U.S.C. §254(l). The sample policy accomplishes this task by requiring these items be addressed in the policy's implementation plan or administrative procedure.

Note that federal law requires the school board to hold at least one hearing or meeting to address the *initial* adoption of the Internet safety policy. Later revisions of the existing policy need not follow the public notice rule of CIPA, though a board will still need to follow its policy regarding revisions and the mandates of FOIA.

CIPA also requires this policy and its documentation to be retained for at least five years after the last day of service delivered in a particular funding year. This means the five year retention requirement begins on the last day of service delivered under E-rate, not from the day the policy was initially adopted. Consult the board attorney about this requirement and the best practices for your individual board.

¹⁵ Monitoring the online activities of *students* is broader than the requirement in federal law to monitor *minors*. The definition of minor for this purpose is "any individual who has not attained the age of 17 years." See 47 C.F.R. 54.520(a)(4)(i). The use of the word *students* is a best practice.

Authorization for Electronic Network Access **16**

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. **17**

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), 7:310 (Restrictions on Publications; Elementary Schools)
- ADMIN. PROC.: 6:235-AP1 (Administrative Procedure - Acceptable Use of the District's Electronic Networks), 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (Exhibit - Staff Authorization for Access to the District's Electronic Networks)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

16 The District's administrative procedure, 6:235-AP1, *Acceptable Use of the District's Electronic Networks*, , rather than this board policy, specifies appropriate conduct, ethics, and protocol for Internet use. This is consistent with the principle that detailed requirements are not appropriate for board policy; instead, they should be contained in separate district documents that are authorized by board policy. Keeping technical rules specifying acceptable use out of board policy will allow for greater flexibility, fewer changes to the policy manual, and adherence to the belief that board policy should be confined to governance issues and the provision of guidance on significant district issues.

17 The Superintendent's implementation plan should describe appropriate supervision for students on the Internet who are not required, or refuse, to sign the *Authorization*.

The use of personal electronic communication devices owned by students but used to gain Internet access that has been funded by *E-rate* is not addressed yet. The FCC has indicated that it does plan to address the issues associated with the application of CIPA requirements to this situation.

Instruction

Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) Illinois Partnership for Assessment of Readiness for College and Careers (PARCC) 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.

ADOPTED: [May 19, 2020](#)
November 19, 2019
December 25, 2019
September 23, 2008
August 10, 2006

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)

Instruction

Grading and Promotion 1

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians.² The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments.³ A student shall not be promoted based upon age or any other social reason not related to academic performance.⁴ The administration shall determine remedial assistance for a student who is not promoted.⁵

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.⁶ 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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires districts to have a school board policy containing the reasons for which a grade may be changed and prohibiting social promotion. 105 ILCS 5/10-20.9a. State law controls this policy's content.

If a district uses weighted grades for classes by degree of difficulty, it must be reflected in the affected students' class ranking and permanent records. 105 ILCS 5/27-27.

² Absent a court order to the contrary, upon the request of either parent of a student whose parents are divorced, copies of report cards, along with other notices and records, must be furnished to both parents by the district. 105 ILCS 5/10-21.8.

³ 105 ILCS 5/10-20.9a. Each board may determine its own promotion criteria and augment the statute's criteria.

105 ILCS 5/2-3.64 contained the State assessment program until it was repealed by P.A. 98-972.

105 ILCS 5/2-3.64a-5(b) requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. ISBE selects standardized tests for the State assessment and accountability measure. In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the *Partnership for Assessment of Readiness for College and Careers* (PARCC) test for the 2014-2015 through the 2017-2018 school years "as a determining factor for making decisions about a student's educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment." Starting in 2019, PARCC was no longer used by ISBE.

105 ILCS 5/2-3.64a-5(c), amended by P.A. 100-7, requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript; however, the scores must still be placed in the student's permanent record. See also 23 Ill.Admin.Code §375.10.

⁴ 105 ILCS 5/10-20.9a(b).

⁵ *Id.*

⁶ The specific reasons and procedure for changing a grade are at the local board's discretion; however, State law provides that no grade may be changed without notification to the teacher concerning the nature and reason for the change. 105 ILCS 5/10-20.9a(a). The person making the change must assume all responsibility and must initial the change. *Id.*

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)

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental emotional, or physical safety or health or safety, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a. The School Code, Section 26-2a. 6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, Programs

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board Policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program*. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.9. A process to request the assistance and resources of outside agencies, such as the juvenile officer of the local police department or the truancy officer of the appropriate Regional office of Education, if truancy continues after supportive services have been offered.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.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. 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. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.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. 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.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5. Juvenile Court Act of 1987.
23 Ill. Admin. Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTION: [May 19, 2020](#)
December 19, 2017
December 13, 2016
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May 15, 2012
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January 1, 1994

Students

Attendance and Truancy¹

Compulsory School Attendance²

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.³

¹ These reasons are in 105 ILCS 5/26-2a, amended by P.A. 100-810, except that (1) "other reason as approved by the Superintendent," and (2) absences for students to vote authorized by 10 ILCS 5/7-42 and 5/17-15, amended by P.A. 101-624, eff. 6-1-20 were added. An Ill. State Board of Education (ISBE) rule requires that the absenteeism and truancy policy defines valid causes for absence. 23 Ill.Admin.Code §1.290.

For elementary districts, delete the following phrase from the second sentence of this paragraph: "~~voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15),~~" and delete 7:90, *Release During School Hours*, from the Cross References.

For high school and unit districts that do not wish to include the **Voting** subhead in policy 7:90, *Release During School Hours*, amend the second sentence of this paragraph as follows: "~~policy 7:90, Release During School Hours (the Election Code, 10 ILCS 5/7-42 and 5/17-15,)~~" and delete 7:90, *Release During School Hours* from the Cross References.

² Any child "necessarily and lawfully employed" may be exempted from attendance by the superintendent "on certification of the facts by and the recommendation of the school board." 105 ILCS 5/26-1. The policy's language serves to delegate this "certification of the facts" to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

A student may be excused, at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

Child Labor laws include: 29 C.F.R. Part 570 (minimum age standards, occupations, conditions, etc.); 820 ILCS 205/ (child labor laws); 56 Ill.Admin.Code Part 250 (child labor regulations).

³ 105 ILCS 5/26-1. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

A student whose absence is excused to sound *Taps* shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified. ⁴
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran. ⁵
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. ⁶
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification. ⁷
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem. ⁸
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.⁹ See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.

⁴ 105 ILCS 5/26-1, amended by P.A. 100-185. Such a student must be granted five days of excused absences in any school year and, at the board's discretion, may be granted additional excused absences to visit the student's parent/guardian. The student and his/her parent/guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence and for ensuring that such assignments are completed by the student prior to his/her return to school from the excused absence period. *Id.*

⁵ This notification is required by 105 ILCS 5/26-3b.

⁶ 23 Ill.Admin.Code §1.290(b)(2).

⁷ 23 Ill.Admin.Code §1.290(b)(3). The School Code references to dropout prevention include: 105 ILCS 5/26-3a (regional superintendent activities and annual report); 105 ILCS 5/1020.25a (annual report by boards); and 105 ILCS 5/1A-4(E) (ISBE report).

105 ILCS 5/26-18, added by P.A. 100-156, requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). The review must include an analysis of chronic absence data from each attendance center. *Id.* Districts are also encouraged to: (1) provide a system of support to students at risk of reaching or exceeding chronic absence levels, i.e., those available through the Illinois Multi-tiered Systems of Support Network; and (2) make resources available to families, i.e., those available through ISBE's Family Engagement Framework, to support and engage students and their families. 105 ILCS 5/26-18(d). *Chronic absence* means "absences that total 10% or more of school days of the most recent school year, including absences with and without valid cause, as defined in Section 26-2a of this Code, and out-of-school suspensions for an enrolled student." 105 ILCS 5/26-18(a). In contrast, a *chronic or habitual truant* is "a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days." 105 ILCS 5/26-2a.

⁸ 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810.

⁹ Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement. ¹⁰
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered. ¹¹
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records. ¹²
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student. ¹³
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies. ¹⁴

¹⁰ 105 ILCS 5/26-9 requires school officers and superintendents to assist truant officers. A minor who is reported by the regional superintendent as a chronic truant may be adjudicated a "truant minor in need of supervision" if the minor declines or refuses to fully participate in truancy intervention services. 705 ILCS 405/3-33.5.

Counties may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 10 years of age, on the parent or custodian. 55 ILCS 5/5-1078.2. Municipalities may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 13 years of age, on the parent or custodian. 65 ILCS 5/11-5-9. Local officials or authorities that enforce, prosecute, or adjudicate municipal ordinances adopted under 65 ILCS 5/11-5-9, or that work with school districts to address truancy problems, are designated as: (a) part of the juvenile justice system, established by the Juvenile Court Act of 1987, and (b) *juvenile authorities* within the definition set forth in subsection (a)(6.5) of Section 10-6 of the Ill. School Student Records Act. 105 ILCS 10/6(a)(6.5). **Id. A superintendent should consult with the board attorney before disclosing school student records to non-district entities.** See 7:340-AP1, *School Student Records*, for a sample procedure for release of such records to juvenile authorities.

¹¹ 105 ILCS 5/26-12, amended by P.A. 100-825, prohibits punitive action "unless available supportive services and other school resources have been provided to the student." In addition, "a truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available support services, compel the student to return to school." **Id.**

¹² 105 ILCS 5/26-3a requires the district to "establish, in writing, a set of criteria for use by the local superintendent of schools in determining whether a pupil's failure to attend school is the result of extraordinary circumstances, including but not limited to economic or medical necessity or family hardship."

This statute also requires the "clerk or secretary" of the board to quarterly report to the regional superintendent and Secretary of State the identity of students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The statute provides that the status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the local district. State Superintendent Koch announced in his *Weekly Message*, 8-28-07, see **Funding & Disbursements** subhead, p.2, at: www.isbe.net/Documents_Superintendent_Weekly_Message/message_082807.pdf, that ISBE is delaying implementing this statute based upon legal guidance from the U.S. Dept. of Education's Family Policy Compliance Office that its implementation would violate the federal Family Educational Rights and Privacy Act.

¹³ A district must allow this participation; the length of the drop-out period and the documentation requirement contained in the next sentence are permissive. 105 ILCS 5/26-14.

¹⁴ Optional, but provided in 105 ILCS 5/26-2(c)(3), amended by P.A. 100-825; ISBE's rule controls the appeal process, 23 Ill.Admin.Code §1.242.

[For high school and unit districts only]

13. A process for a 17-year-old resident to participate in the District's various programs and resources for truants.¹⁵ The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.¹⁶

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

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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 times or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

LEGAL REF.: 10 ILCS 5/7-42(b) and 5/17-15(b), Election Code

CROSS REF.: 4:170 (Safety)

ADOPTION: [May 19, 2020](#)
January 21, 2020
October 19, 2010
September 21, 2008
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Students

Release During School Hours¹

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

[For high school and unit districts only]

Voting²

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.: 10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety)

¹ Optional. While 10 ILCS 5/7-42(b) and 5/17-15(b), amended by P.A. 101-624, eff. 6-1-20, do not require this information to be in policy, including it aligns with best practice (ensuring compliance and aligning with good governance principles).

Including it also serves several policy functions and purposes: ensuring legal compliance, directing or authorizing the superintendent or staff members, and/or providing information.

To implement this law, each board and superintendent may wish to engage in a conversation about balancing the students' right to be absent from school with the district's attendance and safety and security goals and its right to minimize disruption to the educational process and/or ensure orderly operation of a school. Factors affecting implementation will depend upon a board's local conditions and the community expectations that may include, but not be limited to: (1) the board attorney's recommendations, (2) the district's budget parameters, if any, for any increased security needs during the 15 days before and the day of the qualifying elections, (3) each individual building's unique needs, and (4) the community's expectations.

The superintendent and building principal may implement this policy differently in different buildings. Once the board and superintendent or designee determine implementation logistics, these should be communicated in student handbooks. A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Ill. Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

For high school and unit districts not wanting to include this subhead, delete it and the Legal Reference to it in this policy, delete it from the Cross References in policy 7:70, *Attendance and Truancy*, and follow the instructions listed in paragraph three of f/n 3 of policy 7:70, *Attendance and Truancy*.

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)

ADOPTION: [May 19, 2020](#)
January 21, 2020
December 15, 2015
October 21, 2008
August 10, 1993

Students

Student Rights and Responsibilities ¹

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.² 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.³

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.⁴ *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.⁵

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)

¹ In 1969 the U.S. Supreme Court changed the relationship between schools and students by finding that students “do not shed their constitutional rights at the schoolhouse door.” Tinker v. Des Moines Independent Sch. Dist., 89 S.Ct. 733 (1969).

² Consult the board attorney to ensure the district’s non-discrimination coordinator and complaint managers are trained to appropriately respond to allegations of discrimination based upon bullying and/or sexual violence under Title IX’s sexual harassment umbrella. The U.S. Dept. of Education’s guidance states that while acts of sexual violence are crimes, they may also be discrimination under Title IX. See *Dear Colleague Letter: Sexual Violence Background, Summary, and Fast Facts*, U.S. Dept. of Education Office for Civil Rights, 111 LRP 23852 (April 4, 2011), at www.ed.gov/about/offices/list/ocr/letters/colleague-201104.html.

³ This language is from 105 ILCS 20/5. The statute provides these examples of religious-based meetings: prayer groups, B I B L E (Basic Instruction Before Leaving Earth) clubs, and *meet at the flagpole for prayer* days. **Districts with secondary schools should amend the Cross References by adding “7:330 (Student Use of Buildings - Equal Access).”**

In addition, federal law requires districts to certify that “no [district] policy... prevents, or otherwise denies participation in, constitutionally protected prayer in both public elementary and secondary schools.” 20 U.S.C. §7904(b). The State provides certification instructions and the U.S. Dept. of Education provides guidance on constitutionally protected prayer in public schools. See *Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools*, www.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html. Certification with the Ill. State Board of Education occurs through the signed assurances that a superintendent provides through the grant application process.

⁴ 105 ILCS 20/5.

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Students

Student Fund-Raising 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 fundraising activities in alignment with the following directives:

1. Fund-raising 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 fund-raising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fund-raising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fund-raising 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)

ADOPTION: [May 19, 2020](#)
January 21, 2020
December 16, 2008
August 10, 1993

Students

Student Fundraising Activities¹

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:²

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
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.⁴

¹ Except for #2 (see f/n 3, below), all numbered directives are optional and may be deleted or amended. These directives are intended to comply with 105 ILCS 5/10-20.19(3) by stating the conditions under which funds may be collected and by providing for their safekeeping.

² Selling popular food items to raise funds is restricted by federal and State rules. ISBE limits the sale of competitive food and beverages sold to students on the school campus of any school that participates in the School Breakfast Program or the National School Lunch Program (*participating schools*). 23 Ill.Admin.Code §305.15(a). *Competitive foods* are all food and beverages that are offered by any person, organization, or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. 7 C.F.R. §210.11(a)(2); 23 Ill.Admin.Code §305.5. *Participating schools* with grades 8 and below have zero *exempted fundraising days*, and *participating schools* with grades 9-12 may have no more than nine *exempted fundraising days*. 23 Ill.Admin.Code §305.15 (b)(2)(A)-(B). *Exempted fundraising day* means a school day on which foods and/or beverages not meeting the “general nutrition standards for competitive foods” may be sold to students on the school campus. 7 C.F.R. §210.11 (b)(4); 23 Ill.Admin.Code §305.5. See 4:120, *Food Services*; 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

³ Two alternatives follow:

Alternative 1: 4. Student safety must be paramount and door-to-door solicitations are prohibited.

Alternative 2: 4. Student safety must be paramount and door-to-door solicitations are discouraged.

⁴ The issue of soliciting or receiving donor messages is an unsettled area of the law that is frequently litigated because of its many complex legal and practical issues. The U.S. Constitution’s Free Speech, Establishment, and Equal Protection Clauses may be triggered. As a general rule, school officials can avoid constitutional issues by reviewing donor messages according to uniform rules that do not discriminate on the basis of viewpoint. Requiring that donor messages go through a thorough review process prior to their permanent placement on any medium can avoid issues that may occur when messages are reviewed after placement and found to be unacceptable. For sample cases discussing the issue of a district’s exclusion of donor messages on school property, see Fleming v. Jefferson Cnty. Sch. Dist. R-1, 298 F.3d 918 (10th Cir. 2002), *cert. denied* (school’s restriction on the use of religious symbols on tiles that would become a part of the rebuilt school allowed because the messages were school-sponsored speech, and the restrictions had a reasonable relation to legitimate teaching concerns); DiLoreto v. Downey Unified Sch. Dist. Bd. of Educ., 196 F.3d 958 (9th Cir. 1999), *cert. denied* (school district’s refusal to post an advertisement featuring the text of the Ten Commandments on its baseball field upheld because the field was a nonpublic forum for a limited purpose); Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), *cert. denied* (school district disallowed religious symbols on Bible Club’s mural so it would not have to allow speech that would cause a disruption like white supremacists who wanted to display the swastika); and Kiesinger v. Mexico Acad. and Central Sch., 427 F.Supp. 2d 182 (N.D.N.Y. 2006)(school district’s removal of bricks inscribed with a donor’s religious messages from a walkway in front of a school was viewpoint discrimination because the district allowed messages about God generally, but not a specific religious viewpoint on God).

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: ⁵
 - 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)

Community Relations

Connection with the Community

Public Relations

The Board President is the official spokesperson for the School Board. 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 Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

~~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, using social media platforms, e.g., Facebook, Twitter, etc. 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. 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.
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.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTION: [May 19, 2020](#)
November 19, 2019
December 16, 2008
August 10, 1993

Community Relations

Connection with the Community

Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will: ¹

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 Safety 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, using social media platforms,² e.g., Facebook, Twitter, etc., 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
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.

¹ In alignment with the IASB "Foundational Principles of Effective Governance," the school board president is the board's spokesperson (see 2:110, *Qualifications, Term, and Duties of Board Officers*) and the superintendent is the district's spokesperson.

² Examples of such programs include senior citizens' brunches, realtors' luncheons, and building tours.

³ This section is optional. A board that includes this subhead should complete the work necessary to develop and implement a community engagement initiative. See *Connecting with the Community: The Purpose and Process of Community Engagement as Part of Effective School Board Governance (Connecting with the Community)* at www.iasb.com/IASB/media/Documents/communityengagement.pdf. This publication and other materials about community engagement are listed at: www.iasb.com/training/connecting.cfm.

The community engagement process differs from public relations (discussed in the **Public Relations** section, above) or public polling. Public relations push out information to the community. Public polling pulls information or opinions from the community. While most school districts understand how to push and pull information from their communities, the community engagement process is part of the two-way conversation for school boards that involves listening. Listening should not be limited only to the public comment period during board meetings. It is reaching out to the community and having conversations not only with parents but other community members, and then taking into consideration their thoughts and ideas as boards make their decisions. This method of listening must be purposeful for community engagement to work as intended.

4. Other efforts that highlight the District’s programs and activities. ⁴

Community Engagement ⁵

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District’s schools.⁶

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

1. The Board will: ⁷
 - a. Commit to the determined purpose(s) and objective(s), and
 - b. Provide information about the expected nature of the public’s involvement.
2. The Superintendent will: ⁸
 - a. Identify the effective tools and tactics that will advance the Board’s purpose(s) and objective(s),
 - b. At least annually, prepare a report for the community engagement initiative, and/or
 - c. Prepare a final report of the community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

⁴ Optional. This sentence applies the definition of community engagement to a board and its school district. See *Connecting with the Community*, pg. 9, at www.iasb.com/IASB/media/Documents/communityengagement.pdf.

An alternative introductory sentence that repeats the definition of community engagement follows: “For purposes of this policy, community engagement is the process that school boards use to actively involve diverse citizens in dialogue, deliberation and collaborative thinking around common interests for their public schools.”

⁵ This action clarifies a board’s reason(s) for engaging its community in an initiative and frames it to share with all participants in the process. *Connecting with the Community*, pg. 10.

⁶ See *Connecting with the Community* at pg. 10 for examples of resources that a superintendent could use to implement the board’s purpose and objectives.

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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 School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents, friends, and/or community members are invited onto school property, or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, ~~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 or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug;
9. Be present when the person's alcoholic beverage, cannabis, other lawful product or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he/ or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee;
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a 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 SEA/Board of Education contract.

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

STREATOR ELEMENTARY SCHOOL DISTRICT 44

Board of Education Policy

No. 8:30

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., 313 Ill. App.3d 344 (4th Dist. 2000).
20 U.S.C. §7181 et seq., Pro-Children Act of 1994.
105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23.7(a).
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
430 ILCS 66/, Firearm Concealed Carry Act.
410 ILCS 705/, Cannabis Tax and Regulation Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTION: [May 19, 2020](#)
November 19, 2019
December 15, 2015
April 20, 2010
December 16, 2008
August 10, 1993

Community Relations

Visitors to and Conduct on School Property ¹

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 School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. ²

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/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. ³

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. ⁴

¹ This paragraph is up to the local board's discretion. Many public school buildings were built before school security was the concern it is now. A first step in creating a secure environment is to manage access to school buildings. Along with limiting the entrances that may be used, school officials should post signs with instructions for visitors and a warning to trespassers. Signs may be as simple as "Visitors Must Report to Office" and "No Trespassing – Violators will be Prosecuted." Applicable criminal trespass laws include: 720 ILCS 5/21-1 (criminal damage to property); 5/21-1.2 (institutional vandalism); 5/21-3 (criminal trespass to real property); 5/21-5 (criminal trespass to State supported land); 5/21-5.5 (criminal trespass to a safe school zone); 5/21-9 (criminal trespass to a place of public amusement); 5/21-11 (distributing or delivering written or printed solicitation on school property). This sample policy identifies board members as visitors.

The following optional provisions must be modified according to local conditions:

Option 1: The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

Option 2: The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, during the daylight, provided they are not being used for school purposes: tennis courts, playground, and track.

² 105 ILCS 5/14-8.02(g-5). See administrative procedure 6:120-AP2, *Access to Classrooms and Personnel*, and exhibit 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.

³ See e.g., 720 ILCS 5/12-2 (aggravated assault); 5/12-3.05(c) (aggravated battery on public property); 5/12-3.05(d)(3) (aggravated battery against a school employee); 5/12-2(b)(9) (aggravated assault against a sports official or coach); 5/12-9 (threats to public officials); 5/24-1.2 (discharge of a firearm).

⁴ With one exception, a license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and/or parking area under the control of an elementary or secondary school, or any bus paid for in whole or part with public funds. 430 ILCS 66/65(a). The following optional provision adds that exception, which is a restatement of 430 ILCS 66/65(b), to the text in number 3:

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.⁵
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.⁶
4. Damage or threaten to damage another's property.⁷
5. Damage or deface school property.⁸
6. Violate any Illinois law,⁹ or town or county ordinance.
7. Smoke or otherwise use tobacco products.¹⁰
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.¹¹

An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

Other relevant weapons laws include 705 ILCS 405/5-407, 720 ILCS 5/24-9; 725 ILCS 5/110-4, 5/110-10 (firearms in schools); 720 ILCS 5/24-1.2, 5/24-3 (discharge of firearm and unlawful delivery or sale of a firearm near school); 705 ILCS 405/5-130, 405/5-805 (minor 15 years or older who commits aggravated battery with a firearm at school is tried as an adult).

⁵ See e.g., 720 ILCS 5/2-19.5, 5/16-1, 5/18-1, 5/19-1, 21-1, and 5/21-1.3 (property damage penalties).

⁶ See e.g., 720 ILCS 5/21-1.01, 21-1.3.

⁷ See e.g., 720 ILCS 5/11-9.3 (presence within school zone by child sex offenders prohibited), 5/11-14 (prostitution), 5/11-15 (repealed), and 5/11-18 (patronizing a prostitute); 720 ILCS 5/21-11 (soliciting students to commit illegal act).

⁸ Required by 105 ILCS 5/10-20.5b and 410 ILCS 82/1 *et seq.* Federal law prohibits smoking inside schools (20 U.S.C. §6083); districts failing to comply with the federal no-smoking ban risk a civil penalty of up to \$1000 per violation per day.

⁹ See 720 ILCS 570/407 (delivery of controlled substance on or within 1000 feet of a school) and 410 ILCS 705, added by P.A. 101-27. See also the discussion in f/ns 5 and 6 of policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*; this statement must be consistent with employee working conditions and employee conduct standards (see 5:120-AP2, *Employee Conduct Standards*).

¹⁰ Each board and superintendent may want to engage in a conversation regarding how the district might partner with local law enforcement to enforce this policy and the penalties available under the Cannabis Regulation Tax Act, e.g., posting signs barring community members from bringing in weapons, alcohol, cannabis, tobacco, etc. Signage reminding visitors of the policy may make it easier for staff and/or local law enforcement to enforce.

¹¹ Managing cannabis on district property and the school setting presents many unsettled and complex legal issues. To legally use medical cannabis in Illinois, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)). 410 ILCS 130/, amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age. 410 ILCS 130/30(a)(2), (3), and (4), amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20. However, *Ashley's Law*, 105 ILCS 5/22-33(b) and (g), added by P.A. 100-660, allows *designated caregivers* to administer medical cannabis infused products to students who are *registered qualifying patients* at school or on the school bus, and requires school boards to adopt a policy to implement the law unless the district would lose federal funding. See policy 7:270, *Administering Medicines to Students* and its f/n 20.

Remember that *Ashley's Law* requires the designated caregiver to remove the product from the school premises or the school bus after administering it to the student, so as a result, policy 7:270, *Administering Medicines to Students*, requires immediate removal of medical cannabis infused products after administering them to the student (see f/n 25 of that policy for further discussions).

9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred. ¹²
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*. ¹³
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner). ¹⁴
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive. ¹⁵
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding. ¹⁶
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender ¹⁷

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:

¹² See e.g., 720 ILCS 5/21.2-1 *et seq.* (interference with a public institution of education).

¹³ See e.g., 625 ILCS 5/11-605 (special speed limit zones). 625 ILCS 5/12-610.1(e), prohibits wireless telephone use while operating a motor vehicle on a roadway in a school speed zone except for emergency purposes.

¹⁴ The pivotal question in a negligence case is whether the defendant acted reasonably. A ban on roller-blading demonstrates that the district took reasonable steps to reduce the risk of injury.

¹⁵ 720 ILCS 5/11-9.3. The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent, or designee who is a certified employee, to supervise a child sex offender whenever the offender is in a child's vicinity. See also the Sex Offender Community Notification Law (730 ILCS 152/101 *et seq.*); Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105); policy 4:170, *Safety*; and administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*.

¹⁶ 105 ILCS 5/ 24-25; 115 ILCS 5/3(c), added by P.A. 101-620. If a provision contained in a collective bargaining agreement addresses this issue, it will supersede this policy for those covered employees. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement." For employees whose collective bargaining agreement does not address this subject, the policy should reflect the board's current practice.

Consult the board attorney about this subhead. It is an item on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Amend the language to reflect what is recommended by the board attorney.

The School Code permits bargaining representatives to meet with employees during *duty-free time* upon notice to the school office. The Ill. Educational Labor Relations Act, amended by P.A. 101-620, expanded the rights of access by bargaining representatives to also include meeting with employees during the employee work day if the meeting: (1) is to investigate and discuss grievances and workplace-related complaints (no time limit is specified) or (2) is with a newly hired employee within the first two weeks of employment (or on a later date if mutually agreed upon by the employee and bargaining representative) for one hour or less. In those circumstances, the district may not dock employee pay or charge leave time. 115 ILCS 5/3(c). However, the access must be *reasonable* and "shall at all times be conducted in a manner so as not to impede normal operations." *Id.* Consult the board attorney for guidance regarding specific requests and whether, if granted, they would impede normal operations, e.g., requests for access to staff while they are performing instructional or supervisory duties. Determining whether normal operations are impeded will likely depend upon the position and duties of the employee in the district.

¹⁷ *Id.*

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 ¹⁸

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act.¹⁹ 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.²⁰

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 hearing notice, delivered or sent

¹⁸ See Nuding v. Cerro Gordo Comm. Unit Sch. Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting); Jordan ex rel. Edwards v. O'Fallon Tp. High Sch. Dist., 302 Ill.App.3d 1070 (5th Dist. 1999) (105 ILCS 5/24-24 did not give a high school athlete the right, under the due process clause, to a notice and hearing before he could be suspended from participating in interscholastic athletics; the statute expands the schools' authority to ban people from attending school events for breaching conduct and sportsmanship code).

¹⁹ Id. For ease of administration, this text is broader than 105 ILCS 5/24-24, requiring a hearing for both *school events* and *meetings*. The court in Nuding (see f/n 20, above) did not specifically answer whether a board meeting qualified as a *school event* under 105 ILCS 5/24-24, but upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5.

For boards that wish to narrow the policy text to mirror 105 ILCS 5/24-24, delete the following text from the subhead and the first sentence of the policy:

~~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.

Consult the board attorney before deleting the above text, especially if the board has put the current text into practice and now plans to narrow it. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)) and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5).

If a violator is a student, the hearing should be held in a closed meeting. 5 ILCS 120/2(c)(9).

If, however, the violator is not a student, the hearing must be held in an open session.

²⁰ The hearing requirement is for the violator's benefit and, consequently, the violator should be able to waive it.

by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain: ²¹

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. ²²

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).
20 U.S.C. §7181 et seq., Pro-Children Act of 1994.
105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23.7(a).
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
430 ILCS 66/, Firearm Concealed Carry Act.
410 ILCS 705/, Cannabis Tax and Regulation Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

²¹

²²

Community Relations

Gifts to the District

The School Board 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 \$5000.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. 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 American 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 etseq., 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)

Adoption [May 19, 2020](#)
November 19, 2019
October 12, 2010
December 16, 2008
August 10, 1993

ADOPTION: October 12, 2010
 12/16/2008
 08/10/1993

LEGAL REF.: 105 ILCS 5/16-1.

Community Relations

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4. Permit the District to maintain resource equity among its learning centers.⁶
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.⁷

¹ The board may remove or amend the value of a gift that the superintendent or designee is permitted to accept.

² Well-intentioned people can raise funds in a variety of ways, e.g., putting donation jars in retail establishments, 50/50 drawings, and websites designed for fundraising like *GoFundMe*. Addressing fundraising by individuals in policy allows the board to manage donations and minimize liability in a manner consistent with its policies and legal requirements.

³ 20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments, implemented by 34 C.F.R. Part 106; 23 Ill.Admin.Code §200.40. See *Title IX Resource Guide*, U.S. Dept. of Education Office for Civil Rights (April 2015), at: www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-guide-201504.pdf.

⁴ See policy 6:210, *Instructional Materials*.

⁵ The U.S. Constitution's Free Speech, Establishment, and Equal Protection Clauses may be triggered when a donation comes with a message. Contact the board attorney for assistance. The second sentence is optional. Soliciting or receiving donor messages raises many complex legal and practical issues. As a general rule, school officials can avoid constitutional issues by reviewing donor messages according to uniform rules that do not discriminate against groups or individuals on the basis of their viewpoints. For more detailed explanations of viewpoint-neutrality and forum issues, see f/n 1 in policy 8:20, *Community Use of School Facilities*, and f/n 1 in policy 8:25, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*.

A publicized procedure for reviewing donor messages according to pre-established viewpoint-neutral guidelines may limit misunderstandings or disputes with donors or other members of the public. Each board may want to discuss with the superintendent what expectations exist based upon the scope and scale of the donor message project, so that the superintendent can manage the expectations in the procedure. Consult the board attorney to assist with this process. Lastly, posting disclaimers informing members of the public that the donor messages incorporated into school property or placed upon school property are the personal expressions of individual donors and not the district's may avoid Establishment Clause arguments. For a more detailed discussion of the issues pertaining to excluding donor messages on school property and implementing procedures to review donor messages, see f/n 5 in policy 7:325, *Student Fundraising Activities*.

⁶ Examples of ways to recognize a gift include a letter of appreciation, mentioning the gift on the district or school website or publication, a shout-out at a public event, and a recognition plaque.

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.

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⁸

COMMUNITY RELATIONS

Public Suggestions and Concerns

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern by contacting ~~at~~ any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual, who is not satisfied, may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.: 115 ILCS 5/14(c-5). Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTION: [May 19, 2020](#)
November 19, 2019
June 21, 2011
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¹

**Streator Elementary School District #44
Board of Education Meeting
April 21, 2020**

INFORMATION ITEM

TO: Members of the Board of Education

FROM: Dr. Lisa Parker, Superintendent

SUBJECT: Third Quarter Budget Report

INFORMATION:

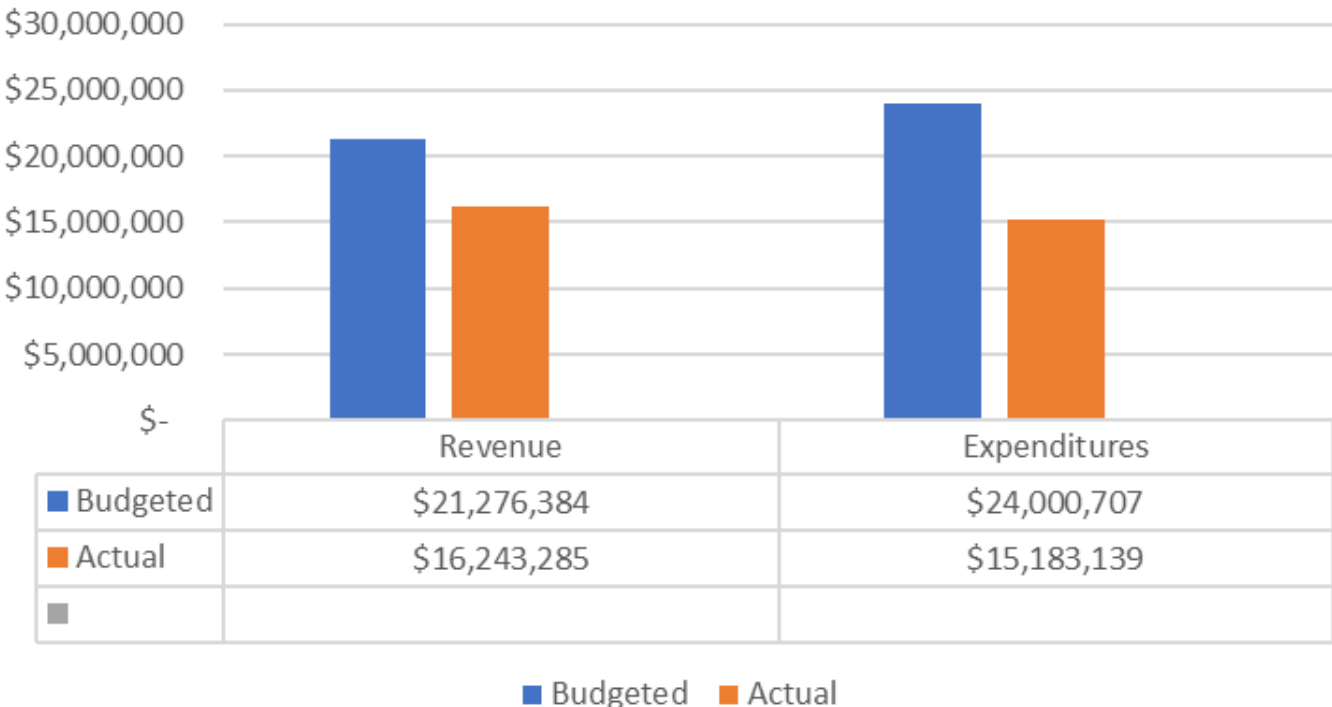
The third quarter budget report is included for your review. The budget is balanced and in line with where it should be for this time of the year. Please contact me before the meeting if you have specific questions.

STREATOR ELEMENTARY SCHOOL DISTRICT #44

3rd QUARTER BUDGET REPORT

April 21, 2020

STREATOR ELEMENTARY SCHOOL DISTRICT #44 BIG PICTURE



STREATOR ELEMENTARY SCHOOL DISTRICT #44

Revenue Recorded by Fund			
Fund	Rev. Budgeted	Rev. Recorded	Rev. Recorded %
Education	\$ 15,607,770	\$ 10,967,480	70%
Oper/Maint.	\$ 1,083,356	\$ 1,081,810	100%
Debt Services	\$ 1,692,204	\$ 1,642,036	97%
Transportation	\$ 1,204,595	\$ 878,247	73%
IMRF/SS	\$ 640,000	\$ 637,169	100%
Working Cash	\$ 69,471	\$ 69,187	100%
Tort	\$ 890,292	\$ 886,332	100%
Life Safety	\$ 88,696	\$ 81,024	91%
Total	\$ 21,276,384	\$ 16,243,285	76%

STREATOR ELEMENTARY SCHOOL DISTRICT #44

Expenditure Recorded by Fund			
Fund	Exp. Budgeted	Exp. Recorded	Exp. Recorded %
Education	\$ 15,700,666	\$ 10,285,705	66%
Oper/Maint.	\$ 1,074,824	\$ 556,769	52%
Debt Services	\$ 1,692,204	\$ 1,692,207	100%
Transportation	\$ 1,204,595	\$ 796,633	66%
IMRF/SS	\$ 638,539	\$ 455,863	71%
Tort	\$ 890,063	\$ 520,417	58%
Life Safety	\$ 2,799,816	\$ 875,544	31%
Total	\$ 24,000,707	\$ 15,183,138	63%

**Streator Elementary School District #44
Board of Education Meeting
April 21, 2020**

INFORMATION ITEM

TO: Members of the Board of Education

FROM: Dr. Lisa Parker, Superintendent

SUBJECT: Future Agenda Items

INFORMATION:

The calendar for future agenda items is included for the Board's information.

FUTURE AGENDA ITEMS CALENDAR

JULY

End of Year Budget Summary

SEPTEMBER

Budget Hearing
Adopt Annual Budget
Enrollment Information
Admin./Staff Compensation Reports

OCTOBER

1st Quarter Financial Report
Audit Report
Health Insurance Renewal

NOVEMBER

Tentative Levy
Review School Report Cards
Transportation Contract

DECEMBER

Hearing on Tax Levy
Adopt Levy and Resolution
Review Minutes of Closed Session Meetings

JANUARY

2nd Quarter Financial Report
Appoint Superintendent to begin budget
Superintendent Evaluation

FEBRUARY

Preliminary Staff Need
Review Non-Certified Seniority List
Student Fees

MARCH

Staff Reductions/Honorable Dismissal
Notices (45 days prior to end of year)
Adopt Next Year's Calendar
Student Handbooks

APRIL

School Board Election: April 2021

MAY

Staff Assignments
Tentative Budget/Amend Budget

IASB Conference Attendance

JUNE

Review Minutes of Closed Session Meetings
Discipline Reports
Liability Insurance Renewal
Staff Handbooks