

**LISLE COMMUNITY UNIT SCHOOL DISTRICT 202**  
**BOARD ROOM**  
**5211 CENTER AVENUE**  
**LISLE, ILLINOIS 60532**  
**Board of Education Meeting**  
**December 20, 2021**  
**7:30 PM**

Members of the public are welcome to attend all meetings of the Lisle Community Unit School District 202 Board of Education, including those held via video conferencing. Anyone wishing to view the meeting or provide comment is encouraged to review the information below.

In-Person Meeting Viewing: Guests are welcome to attend the meeting in-person in the Board Room and the Junior High Auditorium. Capacity will be limited based on social distancing guidelines.

Remote Meeting Viewing: The proceedings of the meeting will be streamed live and can be viewed using the following link: <http://www.youtube.com/c/LisleDistrict202>. Guests will join the meeting in view-only mode and will not be seen or heard in the meeting. A recording of the meeting will also be available on the School District website.

Public Comment: Public comments can be made in-person or via email at [publiccomment@lisle202.org](mailto:publiccomment@lisle202.org). Comments must be received by 5:00 p.m. on the day in which the meeting is held. Comments submitted by the deadline will not be read aloud during the meeting, but rather will be provided to the School Board prior to the start of the meeting and will become part of the meeting record.

Please see the "Meeting Dates, Agendas and Minutes" page for links to the Board of Education meeting agendas, minutes and video feeds.

AGENDA

- |    |   |     |
|----|---|-----|
| 1. | Call to Order and Roll Call   |     |
| 2. | Pledge of Allegiance  |     |
| 3. | Reading of Mission Statement  | 3   |
| 4. | Return to School Plans for the 2021-2022 School Year  | 4   |
| 5. | Public Comment  | 6   |
| 6. | <b><u>ACTION ITEMS</u></b>  |     |
|    | A. Consent Agenda:  |     |
|    | (1) Board Meeting Minutes   | 16  |
|    | (2) Payroll Pay Orders  | 22  |
|    | (3) Vendor Pay Orders   | 43  |
|    | (4) Personnel   |     |
|    | a. Administrative Retirement Request and Partial Year Contract                                | 59  |
|    | b. Certified Leave Request  | 65  |
|    | Classified Leave Request  | 66  |
|    | c. Classified Employment  | 68  |
|    | d. Classified Resignation   | 72  |
|    | e. Extra-Duty Resignation   | 74  |
|    | (5) 2021 Real Estate Tax Levy   | 76  |
| 7. | <b><u>FINANCIAL INFORMATION</u></b> - The Board Acknowledges Receipt of the following Reports |     |
|    | A. Financial Report   | 80  |
|    | B. Treasurer Report   | 81  |
|    | C. Post-Bond Issuance Tax Compliance Report   | 82  |
| 8. | <b><u>DISCUSSION ITEMS</u></b>  |     |
|    | A. Lisle Elementary School Improvement Plan   | 85  |
|    | B. Board Policies - PRESS Packet 108  | 100 |
|    | C. Freedom of Information Request(s)  | 228 |
|    | D. Superintendent's Report  | 231 |

9. **COMMITTEE REPORTS**
  - A. Educational Equity & Excellence (E3) - Did not meet
  - B. Facility Master Planning - Did not meet
  - C. Finance - See Finance Agenda
  - D. Policy - See agenda Item 8.B.
10. **BOARD REPRESENTATIVE REPORTS**
  - A. Home and School Organization - Did not meet
  - B. IASB Delegate to Board - Did not meet
  - C. Intergovernmental - Did not meet
  - D. Legislative Education Network of DuPage (LEND) 234
  - E. Lisle Education Foundation - Did not meet
  - F. School Association for Special Education in DuPage (SASED) 235
11. Agenda Topics for Future Board Meetings
12. Adjourn to Closed Session for the Purpose of Discussing the Appointment, Performance, Compensation or Dismissal of Employees
13. Return to Open Session
14. Adjournment



## Mission Statement

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Lisle District 202 is committed to providing our learning community with the essential education, skills, and experiences for future success.

## FOR INFORMATION

### Lisle Community Unit School District 202 Board of Education Meeting December 20, 2021

**SUBJECT:** Return to School Plans for the 2021-2022 School Year

**BACKGROUND DATA:** The Administration will provide a brief overview of the District's operations since the last Board Meeting and answer Board Member questions.

Specific attention will be given to:

- 1) Overview of [positive COVID cases and quarantines](#) since the start of the school year
- 2) Test to Stay Options for [students](#)
  - a. About 20 students have been able to stay in school instead of quarantine at home since the start of the program a few weeks ago
- 3) Weekly COVID-19 screenings for [staff](#)
  - a. Approximately 20 staff members participate each week in the on-site program
- 4) COVID-19 Screening for Student [Athletes and Coaches](#)
  - a. All student athletes and coaches who are not required to wear masks during competition (Wrestling, Dance and Cheer) are screened on-site three times per week
  - b. All high school student athletes who are competing or practicing during Winter Break will be required to submit a negative test result prior to their first practice/competition over break. We will offer a testing clinic on December 27<sup>th</sup> from 7-10am.
  - c. After Winter Break, ALL athletes and coaches at the High School and Junior High School will be required to participate in on-site screenings three times per week
- 5) Vaccination Clinic for ages 5 and above with Jewel/Osco
  - a. Approximately 240 students were vaccinated at the November 10<sup>th</sup> Clinic
  - b. The second vaccination occurred on December 1<sup>st</sup> with approximately 220 students receiving the second dose of the vaccine.
- 6) Cost of COVID-19 Testing and Vaccinations:
  - a. There is no cost to student for participating in COVID-19 testing through District programs.
  - b. Reimbursement for COVID-19 testing is covered 100% by all insurance payors with no deductible, co-pays, coinsurance, or any other out of pocket expense.
  - c. In the event an insurance company denies or partially reimburses there is no cost to the insurance holder.
  - d. Reimbursement for the uninsured individuals COVID-19 testing is provided by the Department of Health and Human Services' Health Resources and Services Administration

- e. Families will not receive an invoice for the testing regardless of insurance status.
- 7) The District does not plan to utilize an adaptive pause after the holidays unless recommended by the DuPage Health Department

Useful "[Lisle CUSD 202 Back to School](#)" Covid related resources for the 2021-2022 School Year

From: **Lori DeLuca** <[lorideluca2004@yahoo.com](mailto:lorideluca2004@yahoo.com)>

Date: Mon, Dec 20, 2021 at 4:17 PM

Subject: Board Meeting

To: [publiccomment@lisle202.org](mailto:publiccomment@lisle202.org) <[publiccomment@lisle202.org](mailto:publiccomment@lisle202.org)>

My kids suffered greatly last year when they were at home learning. I cannot imagine them coming home to learn again and they are thriving in the back to school in person environment. I realize that some families might not want to send their kids to school because of COVID, but believe that to be a very small minority. Those of us who are willing to send our kids to school need the support of our teachers and administration to keep them in school. I do not think an adaptive pause after break is necessary. Also so many kids have had COVID by this point and are immune to getting it again. We need to keep our kids in school. If the parents are willing to send the kids to school, then I believe the school staff and administration should keep the schools open for learning. Anything else is detrimental to our children's education.

Regards, Lori

**From:** john klein <kleininspections@gmail.com>

**Sent:** Monday, December 20, 2021 4:00 PM

**To:** Keith Filipiak <kfilipiak@lisle202.org>; dhelderle@lisle202.org;  
pahlmann@lisle202.org; emcconville@lisle202.org; lkiener-barnett@lisle202.org;  
slesniak@lisle202.org; wnadeau@lisle202.org; gnagler@lisle202.org

**Subject:** Keep our kids in school

Good afternoon Superintendent Filipiak and School Board Members,

I will be short and to the point. There are rumors that in tonight's school board meeting you may consider taking an Adaptive pause for in-person learning after Christmas break. I know that all of you know that the children being in school instead of learning online is much more effective emotionally and educationally. Recently, my daughter, who is in sixth grade tested positive for covid. She was devastated and was visibly distraught due to the fact that she would inherently fall behind in her studies. She was struggling in the beginning of the year and finally was able to find a good rhythm in all of her classes. I am always proud of my daughter regardless of how well she does, however she worked hard to get back on track and then of course, gets covid. It took me a couple of days to calm her down. I emailed her teachers and read their kind words to her to reassure her that she would be okay. You know we have some great teachers! My point is that we cannot keep yanking our children out of school. The system we have in place is working and we should have faith in that system that you have implemented for us! I know I do.

Thank you for your time,

God Bless you and your families and Merry Christmas.

Sincerely,

John Klein

**From:** Cori Wind <cori.wind@yahoo.com>  
**Sent:** Monday, December 20, 2021 3:47 PM  
**To:** publiccomment@lisle202.org  
**Cc:** dhelderle@lisle202.org; Pam Ahlmann <pahlmann@lisle202.org>; Keith Filipiak <kfilipiak@lisle202.org>  
**Subject:** Continue In-Person Learning

Good afternoon,

I am a parent of 2 kids that attend Lisle Elementary. I am very fearful that our school district is going to try and move to remote learning after the holiday break. The agenda for tonight's meeting states that the board currently does not plan to utilize an adaptive pause after the holidays, unless recommended by the Dupage Health Department. Even if there is a recommendation, why do we need to follow? We need to make the best choice for our kids and that is to continue in-person learning!

Learning in person is necessary for them to thrive, both academically and socially. I urge our board to make the right decision for our kids - regardless of any 'suggestion' from the Dupage Health Department or by following what neighboring districts are doing. Please take a stand for our kids and continue to make the right decision by continuing with in-person learning.

Thank you!

Cori Wind

From: **Janelle Aldana** <[janellealdana@hotmail.com](mailto:janellealdana@hotmail.com)>

Date: Mon, Dec 20, 2021 at 3:14 PM

Subject: In person learning

To: [publiccomment@lisle202.org](mailto:publiccomment@lisle202.org) <[publiccomment@lisle202.org](mailto:publiccomment@lisle202.org)>

Hello

My three teenage sons attend Lisle schools. The best thing that has happened to us in the past two years was a return to 100% in person learning. As a mental health professional, and the mother of boys who struggle with mental health, I urge you not to change anything. Please do not disrupt the progress we have made as a community by interrupting in person learning. We have learned how to take precautions, while letting these children return to some normalcy. The rise in depression and suicide in our young people is directly correlated to the isolation we have put them in. Please do not hurt our kids by putting in place any adaptive pause.

Thank you

Janelle Aldana, MSW, LCSW

From: **Patti Staley** <[kpstaley@hotmail.com](mailto:kpstaley@hotmail.com)>

Date: Mon, Dec 20, 2021 at 1:57 PM

Subject: Covid Concerns

To: Daniel Helderle <[dhelderle@lisle202.org](mailto:dhelderle@lisle202.org)>, Pam Ahlmann <[pahlmann@lisle202.org](mailto:pahlmann@lisle202.org)>, Eunice McConville <[emcconville@lisle202.org](mailto:emcconville@lisle202.org)>, Lisa Kiener-Barnett <[lkiener-barnett@lisle202.org](mailto:lkiener-barnett@lisle202.org)>, [slesniak@lisle202.org](mailto:slesniak@lisle202.org) <[slesniak@lisle202.org](mailto:slesniak@lisle202.org)>, Wendy Nadeau <[wnadeau@lisle202.org](mailto:wnadeau@lisle202.org)>, [gnagler@lisle202.org](mailto:gnagler@lisle202.org) <[gnagler@lisle202.org](mailto:gnagler@lisle202.org)>

Hello Board Members.

In advance of tonight's meeting, I reviewed the agenda and minutes and saw a comment indicating that there is no adaptive pause planned for after winter break. I'm concerned about the health and safety of all, the school finally updated the Covid numbers on the dashboard just this morning as of Dec 16<sup>th</sup>. The number of students in quarantine more than tripled since the last weekly update. There were 22 students in quarantine on Dec 9 and today the Dec 16 numbers were posted with 67 students in quarantine and another 58 in isolation. This is representative of what is happening in Illinois. I ask that more consideration be given to an adaptive pause to ensure the health of all students, staff and households. I know that at home learning is very difficult for some and I have empathy for those families and students, but I believe there is a bigger issue. My child has mentioned that some of her teachers teach to the online kids and other teachers do not. The impression is teachers try to "hide" when students are logging in from home. With more kids in quarantine, then either more rigor and consistency is needed for those learning from home or set thresholds where an adaptive pause is appropriate with the number of students learning remotely (perhaps a % of the student population per grade level or by building?)

Also, I emailed the district last week as the district weekly metrics are not being updated timely. Please remind administration that this is information that parents look at regularly.

Sincerely,

Patti Staley  
Jr High Parent

----- Forwarded message -----

From: **Mary Ann Newton** <[newton\\_maryann@yahoo.com](mailto:newton_maryann@yahoo.com)>

Date: Mon, Dec 20, 2021 at 5:00 PM

Subject: Comment for board meeting

To: Publiccomment <[publiccomment@lisle202.org](mailto:publiccomment@lisle202.org)>

Good afternoon,

I understand one of the topics of tonight's board meeting is how Covid has been handled so far this year.

I wanted to express my gratitude for the district working with Jewel to coordinate vaccines for the kids, as well as implementing Covid testing at school. It makes it easier on the children being in familiar settings for these two things and helps make our community safer.

I haven't heard anything communicated about an adaptive pause post the holiday break. I understand that we would need to follow State and county guidance but wanted to speak on behalf of our family and the impact of remote learning for our little ones. Having a child with special needs it is difficult to separate home and school and even last year our child benefited from being in person. There are some regressions that can occur with an adaptive pause and remote learning for both special needs and neurotypical children. If there is a consideration for keeping children in person I'd like to express a request to keep learning in person for the consistency and routine for our child. The impact socially, emotionally, and academically varies by child and my concern is for the first two areas for our child and other children.

Thank you for your time,  
Mary Ann Newton

From: **Regina G** <[regina.gromova@gmail.com](mailto:regina.gromova@gmail.com)>

Date: Mon, Dec 20, 2021 at 8:25 PM

Subject: Please keep the kids in person

To: <[publiccomment@lisle202.org](mailto:publiccomment@lisle202.org)>

Hello

Please keep the kids in school, it is vital for their emotional and academic learning. They learn thru interaction and problem solving in person. Hope this email finds you well. Thank you

Regina

-----Original Message-----

From: [board@lisle202.org](mailto:board@lisle202.org) <[board@lisle202.org](mailto:board@lisle202.org)> On Behalf Of  
[adam@melodicmovement.com](mailto:adam@melodicmovement.com)

Sent: Monday, December 20, 2021 4:12 PM

To: [board@lisle202.org](mailto:board@lisle202.org)

Subject: public comments, Dec. 20, 2021

Good afternoon,

I'm planning on speaking this evening at the school board meeting. Attached to this email is a pdf containing pull-quotes and links supporting my arguments. If possible, I'd like this email/document included in the meeting record.

Thank you,  
Adam Roth  
630.835.9449

## List of supporting links for my public comments, Dec. 20, 2021

"In the last year, there's been an avalanche of very severely depressed & anxious children & adolescents."

[https://www.washingtonpost.com/health/child-psychiatrist-counselor-shortage-mental-health-crisis/2021/08/13/844a036a-f950-11eb-9c0e-97e29906a970\\_story.html](https://www.washingtonpost.com/health/child-psychiatrist-counselor-shortage-mental-health-crisis/2021/08/13/844a036a-f950-11eb-9c0e-97e29906a970_story.html)

...the environmental changes associated with the pandemic negatively affect infant & child development

<https://www.medrxiv.org/content/10.1101/2021.08.10.21261846v1>

"More than half of 16-year-olds... felt their mental and emotional health had worsened during the pandemic."

<https://www.bbc.com/news/uk-northern-ireland-58334583>

In Victoria, Australia: "...an average of 156 teens a week were rushed to hospital after self-harming and suffering suicidal ideation, an 88 % increase on last year."

<https://archive.vn/D5as1#selection-269.0-281.157>

"...231,791 prescriptions for antidepressants were issued to children... a record figure..."

<https://unherd.com/thepost/children-on-antidepressants-up-20-another-cost-of-lockdown/>

Districts with fully remote instruction experienced test scores declines up to 3x greater...

<https://glenn.osu.edu/how-covid-19-pandemic-affected-student-learning-ohio>

Successive lockdowns have increased domestic violence & allowed safeguarding concerns for children & young people to go undetected

<https://www.theguardian.com/society/2021/aug/11/revealed-englands-pandemic-crisis-of-child-abuse-neglect-and-poverty>

"These learning losses represent years of life stolen."

<https://www.tabletmag.com/sections/news/articles/school-closures-covid-alex-gutentag>

"Schools across the country say they're seeing an uptick in disruptive behaviors..."

<https://nypost.com/2021/11/21/exhausted-teachers-troublemaking-kids-the-result-of-declaring-schools-nonessential/>

"...emergency department visits for suspected suicide attempts among adolescents jumped 31% in 2020, compared with 2019."

<https://www.pewtrusts.org/en/research-and-analysis/blogs/stateline/2021/11/08/covid-harmed-kids-mental-health-and-schools-are-feeling-it>

"The findings imply that students made little or no progress while learning from home..."

<https://www.pnas.org/content/118/17/e2022376118>

There was a chronic absenteeism rate of 27.4% in Oct. 2021, compared to 18% in 2020 & 11.2% in 2019.

<https://www.k12dive.com/news/chronic-absenteeism-deepens-california-data-shows/609731/>

"We find that pass rates declined compared to prior years and that these declines were larger in districts with less in-person instruction."

<https://www.nber.org/papers/w29497#.YZv7GoCtLqU.twitter>

"Families of children with special educational needs disabilities felt they were 'forgotten'..."

<https://www.bbc.com/news/uk-northern-ireland-57948640>

**FOR ACTION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
December 20, 2021**

**SUBJECT:** Approval of Board of Education Meeting Minutes

**SUGGESTED MOTION** - That the Board of Education approve the Regular and Closed Session Minutes from the November 22, 2021 Board of Education Meeting.

**LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202**  
**BOARD OF EDUCATION**  
**REGULAR MEETING MINUTES**  
**November 22, 2021**

Record of Minutes of the Regular Meeting of the Board of Education of Lisle Community Unit School District 202, DuPage County Illinois, which was held in the Board Room of the Administrative Offices at 5211 Center Avenue Lisle, IL on November 22, 2021.

The meeting was called to order at 7:30 p.m. by President Helderle.

Present: Daniel Helderle  
Pam Ahlmann  
Eunice McConville  
Lisa Kiener-Barnett  
Steve Lesniak  
Wendy Nadeau  
Greg Nagler

Absent: none

Also Present: Dr. Keith Filipiak, Superintendent  
Dr. Linda Kotalik, Assistant Superintendent  
Jen Law, Director of Student Services  
David Wilkinson, Director of Finance  
Jenna Engler, Communications Coordinator  
Jeff Howard, Lisle High School Principal  
Sheri Costello, Lisle High School Assistant Principal of Curriculum & Instruction  
Jennifer Zimmerman, Lisle High School Assistant Principal of Student Services  
Jim O'Hara, Lisle High School Dean of Students  
Constituents

The Pledge of Allegiance was recited.

Mr. Helderle read the District Mission Statement.

**Discussion Items**

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**Student In-Person/Remote Learning Plan Update**

- The number of positive COVID-19 cases has remained fairly low, though there has been a slight increase over the past few weeks. There have been no school transmissions to date.
- Approximately 13 students have been able to stay in school instead of quarantine at home since the start of the Test to Stay program.
- Staff who choose to test weekly are now able to test at their home school through our testing program and partner Northshore Clinical Labs.

- All student athletes and coaches in the sports who are not required to wear masks for safety reasons while in active play are screened for COVID-19 three times/week.
- Lisle Elementary School held the first vaccine clinic on November 10th. Approximately 240 children between the ages of 5-11 received the vaccine. The second dose clinic will be held on December 1st.
- There is no cost to students or their families for participating in the on-site testing program.
- The District does not plan to utilize an adaptive pause after the holidays unless recommended by the DuPage County Health Department.

### **Public Comment**

- Adam Roth - Mr. Roth shared his concerns about vaccination segregation. He requested that Lisle 202 not implement vaccine requirements for attendance and events.
- Bob Lytle - Mr. Lytle shared his concerns regarding the need for community engagement around equity issues. He requested that the administration and board create a plan and identify goals for how to proceed with discussions around equity.

### **Consent Agenda**

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Motion by Mr. Nagler, seconded by Mr. Lesniak

TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS AS PRESENTED;

- Minutes of Regular Meeting of October 25, 2021
- October 2021 Payroll Pay Orders in the amount of \$1,605,698.66
- October 2021 Vendor Pay Orders in the amount of \$1,739,356.42
- Personnel:
  - Certified Resignation
    - Melissa Payne, Lisle Elementary School Principal, has submitted her intent to resign at the end of the 2021-2022 school year.
  - Certified Leave of Absence Request
    - Jaime Miller, Social Science Teacher at Lisle Junior High School, has requested 3 weeks FMLA leave beginning approximately May 7, 2022.
  - Classified Resignation
    - Nichole Wollenzien, Inclusion Aide at Lisle Elementary School, is resigning effective October 29, 2021.
  - Extra Duty Employment
    - Rebecca Chiappetta, Dance Coach at Lisle Junior High School, is placed at a Category VII; Step 9 (\$3,970 ) for the 21-22 season.
    - Matthew Gwilliam, Wrestling Coach at Lisle Junior High School, is placed at a CategoryV, Step Level 1 (Step 1, \$2,710) for the 21-22 season.
  - FY2021 Audited Financial Statements
  - 2021 Tentative Real Estate Tax Levy
  - Lisle High School Roofing Replacement Bid

Answering to a roll call vote:

AYE: Nagler, Lesniak, Kiener-Barnett, Nadeau, Ahlmann, McConville, Helderle

NAY: None

Motion carried 7-0

## **Discussion Item**

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### **Authorize the Use of eLearning Days in Lieu of Emergency Days**

- The Board discussed the use of eLearning Days in lieu of emergency days and the implications for both students and staff.

### **Public Hearing - Utilize eLearning Days in Lieu of Emergency Days**

The Public Hearing was held concerning the use of eLearning Days in lieu of emergency days. Discussion of the rationale for the use of traditional “snow days” vs. eLearning days occurred. There were no additional questions or comments from the public.

Motion by Mr. Helderle, seconded by Mrs. McConville

MOTION THAT THE BOARD OF EDUCATION AUTHORIZES THE DISTRICT TO UTILIZE “E-LEARNING DAYS” IN LIEU OF “EMERGENCY DAYS” WHEN DEEMED APPROPRIATE BY THE SUPERINTENDENT FOR THE 2021-2022 SCHOOL YEAR.

Answering to a roll call vote:

AYE: Helderle, McConville, Ahlmann, Kiener-Barnett, Nadeau, Lesniak, Nagler

NAY: None

Motion carried 7-0

### **Financial Information**

The Board Acknowledges Receipt of the following Reports:

- Financial Report - October 2021
- Treasurer’s Report - October 2021

## **Discussion Items**

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### **Lisle High School - Educational Environment Presentation**

- The Lisle High School Administrative Team presented data on student and parent survey responses related to student perceptions of the school environment and staff.
- The administrators also discussed future plans to engage and support students.

### **Freedom of Information Requests**

The District received Freedom of Information Act request(s) from the following individual(s):

- Mr. & Mrs. Cole
- Jules Cole
- Sara Sadat
- Ray Sojka

## **Superintendent Report**

- See Board Meeting Agenda for full report.
- Along with those accomplishments in the District highlighted by Dr. Filipiak, a Board member also recognized the LHS Jazz Bands for their performance at the Lisle/Benet Jazz concert, hosted by Benet Academy.

## **Committee Reports**

Board Committee Report summaries are located in Board Books unless otherwise indicated.

- EDUCATIONAL EQUITY & EXCELLENCE (E3)
- FACILITY MASTER PLANNING – did not meet
- FINANCE Committee – See Finance Agenda
- POLICY Committee – did not meet

## **Board Representative Reports**

Board Representative Report summaries are located in Board Books unless otherwise indicated.

- Home and School Organization - did not meet
- IASB Delegate to Board
- Intergovernmental – did not meet
- Legislative Education Network of Dupage (LEND)
- Lisle Education Foundation
- SASSED

## **Future Agenda Topics**

- None

## **Motion to Adjourn to Closed Session**

At 8:47 p.m., motion by Mrs. Ahlmann, seconded by Mrs. Nadeau

ADJOURN TO CLOSED SESSION FOR THE PURPOSE OF DISCUSSION OF THE APPOINTMENT, PERFORMANCE, COMPENSATION OR DISMISSAL OF EMPLOYEES AND A STUDENT MATTER

Answering to a roll call vote:

AYE: Ahlmann, Nadeau, Kiener-Barnett, Lesniak, Nagler, McConville, Helderle

NAY: None

Motion carried 7-0

## **Motion to Return to Open Session**

At 10:09 p.m., motion by Mrs. Ahlmann, seconded by Mr. Nagler

RETURN TO OPEN SESSION

Motion carried with a voice vote of 7-0

**Termination of Support Staff Employee**

Motion by Mrs. Ahlmann, seconded by Mrs. Kiener-Barnett

TO APPROVE THE TERMINATION OF EMPLOYMENT OF SASHA KUCERA FOR THE REASONS DISCUSSED IN CLOSED SESSION

Answering to a roll call vote:

AYE: Ahlmann, Kiener-Barnett, Nadeau, Lesniak, Nagler, McConville, Helderle

NAY: None

Motion carried 7-0

**Motion to Adjourn**

At 10:10 p.m., motion by Mrs. Ahlmann, seconded Mrs. Nadeau  
THAT THE MEETING BE ADJOURNED.

The motion carried with a voice vote of 7-0

ATTEST:

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President

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Secretary

# **LISLE COMMUNITY UNIT SCHOOL DISTRICT #202**

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## **PAYROLL PAY ORDERS**

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This is to certify that the Board of Education of Lisle Community Unit School District No. 202 ratified the following payroll pay orders: December 20, 2021

<b>PAYROLL CHECKS ISSUED</b>	Beginning	116801	and Ending	116801
<b>PAYROLL ACH DEPOSIT</b>	Beginning	9000030065	and Ending	9000030364
	Beginning	9000030385	and Ending	9000030682
<b>PAYROLL ACH VOID</b>	Beginning	n/a	and Ending	n/a

### **FUND DISTRIBUTION**

EDUCATIONAL	\$	1,519,959.80
OPERATIONS & MAINTENANCE	\$	95,427.84
DEBT SERVICES	\$	-
TRANSPORTATION	\$	6,245.61
IMRF/SOCIAL SECURITY	\$	-
CAPITAL PROJECTS	\$	-
WORKING CASH	\$	-
TOTAL	\$	<u>1,621,633.25</u>

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President - Board of Education

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Date

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Secretary - Board of Education

---

Date

## Payroll Run Check Listing for Board

Payroll	11/15/2021	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030065	Buchholz, Marilyn	000	2,106.27	1,273.50
9000030066	Engler, Jennifer R	000	4,324.73	2,908.81
9000030067	Filipiak, Keith	000	8,961.63	4,891.83
9000030068	Hinton, Jeffery	000	2,935.38	1,624.56
9000030069	Kempfer-Kotalik, Linda	000	7,254.13	3,642.72
9000030070	Law, Jennifer S	000	6,571.92	4,408.22
9000030071	McCormick, Jennifer	000	1,982.73	1,051.89
9000030072	Navarro, Lawrence M	000	2,143.65	1,450.41
9000030073	Posego, John C	000	5,621.07	3,429.25
9000030074	Quinlan, Kevin	000	3,021.59	1,863.16
9000030075	Rannochio, Alisa	000	1,858.11	1,336.94
9000030076	Rich, Mary Beth	000	2,635.23	1,855.36
9000030077	Schalk, Trent J	000	2,498.64	1,080.89
9000030078	Tsamis, Anna	000	2,926.00	1,721.83
9000030079	Van Volkenburg, Nancy L	000	2,892.75	2,005.97
9000030080	Wilkinson, David	000	6,236.75	1,894.29
9000030081	Anderson, Erik D	100	3,446.92	2,796.72
9000030082	Anderson, Herbert	100	4,362.69	2,942.61
9000030083	Bamboate, Darius	100	4,628.79	3,518.59
9000030084	Begley, Elizabeth	100	1,514.72	799.48
9000030085	Biezynski, Jenna A	100	851.03	552.86
9000030086	Blankenship, Brian	100	1,535.40	1,070.75
9000030087	Brady, Jennifer L	100	3,274.04	2,527.12
9000030088	Burdett, Paul	100	1,802.85	1,056.43
9000030089	Bylsma, Nathan	100	4,177.21	3,013.61
9000030090	Bylsma, Svea	100	4,798.70	3,324.91
9000030091	Chandhok, Mona A	100	2,860.04	2,308.00
9000030092	Clarke, Jeannette	100	3,386.92	2,550.47
9000030093	Costello, Sheri	100	4,712.58	3,541.49
9000030094	Czyl, Maureen	100	1,104.63	713.29
9000030095	Davis, John	100	5,889.85	4,551.33
9000030096	Dent, Nathan	100	759.53	376.11

## Payroll Run Check Listing for Board

Payroll	11/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030097	Ferenzi, Daniella	100	1,524.32	1,196.62
9000030098	Fitzgerald, Karen	100	2,099.46	604.31
9000030099	Gansberg, Michele	100	1,150.31	744.06
9000030100	Gomez, Vasilici	100	3,010.58	2,358.69
9000030101	Gucciardo, Anjanette	100	3,800.88	3,019.69
9000030102	Gumina, Scott	100	4,983.24	3,305.91
9000030103	Hall, Jacqueline	100	753.94	432.83
9000030104	Hamann, Kelly	100	3,499.83	1,015.26
9000030105	Hamilton, Mary Pat	100	829.42	510.42
9000030106	Hardy, Venessa	100	4,350.34	2,714.52
9000030107	Henrichs, Greg	100	3,612.71	2,637.53
9000030108	Hochstetter, Judith	100	1,586.49	1,105.12
9000030109	Holmes, Steven	100	1,744.35	1,254.21
9000030110	Honzel, Robin	100	4,535.08	2,412.12
9000030111	Howard, Jeffrey	100	7,655.38	5,298.25
9000030112	Irvine, Karin	100	4,264.21	3,365.14
9000030113	Jaegle, Christine A	100	3,707.79	2,984.62
9000030114	Jaegle, Ronald	100	5,031.83	3,388.60
9000030115	Jenkins, David A	100	2,177.93	1,543.42
9000030116	Jensen, Christine	100	3,642.82	2,992.64
9000030117	Kehoe, Debra	100	4,535.08	3,226.09
9000030118	Kern, Erin	100	3,575.09	2,472.53
9000030119	Klempic, Mirza	100	2,378.46	1,694.92
9000030120	Kohorn, Paul	100	2,394.13	1,742.70
9000030121	Kucera, Sasha	800	969.07	628.06
9000030122	Kuefner, Julie	100	3,996.13	2,751.50
9000030123	LaScala, Mark	100	4,402.50	3,131.84
9000030124	Maldre, Sarah	100	3,703.04	2,400.37
9000030125	Marcum, Thomas C	100	4,727.13	3,813.09
9000030126	Martinez, Brian	100	1,661.70	1,215.66
9000030127	Matariyeh, Yousef	100	6,048.65	4,337.54
9000030128	Meyer, Kendra	100	4,562.50	3,348.02

## Payroll Run Check Listing for Board

Payroll	11/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030129	Milinki, Jennifer	100	4,327.44	3,053.62
9000030130	Mlynarski, Tim	100	834.23	515.03
9000030131	Multhaupt, Courtney	100	5,268.56	4,021.34
9000030132	Musbach, Darlene	100	5,005.21	3,062.93
9000030133	Nadolny, Mary	100	550.55	154.71
9000030134	Ng, Joanna	100	3,274.04	2,125.94
9000030135	Novak, Emily	100	3,981.52	2,524.62
9000030136	Ogan, Elizabeth	100	4,535.08	3,472.10
9000030137	O'Hara, James	100	3,794.92	2,953.93
9000030138	Perez, Kevin E	100	3,349.29	2,511.90
9000030139	Perretta, Mia	100	4,207.31	3,180.04
9000030140	Polinski, Michael	100	3,010.58	2,495.75
9000030141	Pomatto-Zimmerman, Jennifer	100	4,713.38	3,790.25
9000030142	Provenzano, Lisa	100	1,083.17	860.43
9000030143	Renguso, Amy	100	3,394.44	2,417.07
9000030144	Ridges, Daniel	100	1,490.95	1,054.54
9000030145	Sanko, April	100	5,074.34	3,589.06
9000030146	Sanko, Daniel	100	5,657.27	3,864.96
9000030147	Schwartz, Rebecca	100	4,749.21	3,418.62
9000030148	Smith, Justin	100	3,951.42	3,039.76
9000030149	Steben, James	100	5,648.79	4,336.09
9000030150	Stelk, Scott	100	1,972.77	1,095.20
9000030151	Stellmacher, James M	100	3,780.47	2,804.52
9000030152	Strietelmeier, Katelyn	100	2,630.42	2,038.59
9000030153	Thome, Nicholas	100	2,030.58	1,242.94
9000030154	Todd, Adam	100	1,646.91	1,166.47
9000030155	Waibel, Scott	100	3,785.81	2,690.00
9000030156	Wallenberg, Michelle	100	3,386.92	2,482.22
9000030157	Weissinger, Derek C	100	2,581.03	1,677.79
9000030158	Wolak, Brandon P	100	1,679.26	1,207.47
9000030159	Woyna, Eric	100	3,679.83	2,521.89
9000030160	Woyna, Patrick	100	4,553.54	3,039.75

## Payroll Run Check Listing for Board

Payroll	11/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030161	Alexander, Jarvis	200	774.64	538.25
9000030162	Blatchley, Monica	200	4,242.66	389.10
9000030163	Bossenga, Emmy	200	4,461.96	2,725.05
9000030164	Braun, Katherine	200	2,829.95	1,991.25
9000030165	Breeden, Anne	200	1,496.25	1,381.40
9000030166	Broadus, Gretchen	200	3,424.54	2,781.37
9000030167	Burdeaux, Jessica	200	781.95	553.55
9000030168	Burris, Karen M	200	1,357.49	704.52
9000030169	Byrne, Sharon	200	3,447.11	2,825.03
9000030170	Cerny, Marie	200	2,784.79	2,290.56
9000030171	Cerveney, Karen	200	3,349.29	2,386.94
9000030172	Chiappetta, Rebecca	200	1,521.85	1,279.02
9000030173	Cornfield, Betty	200	4,535.08	1,768.52
9000030174	Dale, Kelley	200	634.86	580.79
9000030175	De Nichols, Patricia	200	4,327.75	2,420.35
9000030176	Dooley, Tara	200	921.38	575.03
9000030177	Dybeck, David	200	4,064.30	2,428.97
9000030178	Erickson, Tor	200	4,150.88	3,125.72
9000030179	Grau, Jason	200	3,386.92	2,552.27
9000030180	Hanson, Janet	200	4,535.08	1,814.72
9000030181	Hazard, Jean	200	956.92	628.77
9000030182	Henning, Mary	200	866.29	561.96
9000030183	Huschart, Kelly	200	3,161.13	2,446.83
9000030184	Joy, Emma P	200	1,816.18	1,078.51
9000030185	Kearney, David	200	5,933.13	4,098.90
9000030186	Keigher, Natalie	200	3,910.27	2,778.78
9000030187	Kim, Paul	200	3,951.42	2,496.47
9000030188	Klepper, Mary	200	3,010.58	2,258.30
9000030189	Lemke, Nanette	200	912.78	622.03
9000030190	Leon, Miyax	200	1,625.30	1,329.84
9000030191	Lima, Valerie	200	1,272.19	851.74
9000030192	Lumsden, Jason	200	3,575.08	2,683.12

## Payroll Run Check Listing for Board

Payroll	11/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030193	Malcolm, Lauren	200	3,304.12	2,538.32
9000030194	Marriner, Carmen M	200	1,107.17	693.96
9000030195	McIntyre, Celeste	200	3,876.15	2,823.89
9000030196	McLear IV, Robert	200	3,462.17	2,662.71
9000030197	Meyer, Peter	200	5,995.24	3,479.33
9000030198	Meyer, Phillip	200	2,860.05	2,091.89
9000030199	Miller, Jaime	200	2,935.33	2,137.74
9000030200	Nelson, Kelli	200	4,825.13	3,465.25
9000030201	Norwood, Lindsay	200	3,875.00	3,133.33
9000030202	Oros, Natalie	200	2,190.20	1,711.28
9000030203	Park, Aimee	200	3,917.80	2,729.49
9000030204	Pilon, Erica	200	4,475.89	3,218.10
9000030205	Pivek, Elena	200	2,408.46	1,883.52
9000030206	Ptak, Jeff R	200	2,173.93	1,482.41
9000030207	Rankin, Chrysan	200	2,483.75	1,956.56
9000030208	Ratzer, Bonnie	200	822.66	615.02
9000030209	Reband, Jennifer	200	4,320.20	3,320.52
9000030210	Rohlicek, Daniel	200	2,549.43	1,693.81
9000030211	Sauer, Mary	200	3,311.63	2,547.34
9000030212	Schindler, Dorene	200	890.77	650.20
9000030213	Schmidt, Michael	200	5,799.53	4,141.33
9000030214	Schraub, Daniel	200	4,232.59	2,773.86
9000030215	Seastrom, Tamela	200	1,788.72	1,003.94
9000030216	Sergeant, Andrew H	200	1,828.77	1,322.74
9000030217	Slowiak, Vincent	200	3,462.17	2,238.00
9000030218	Smid, Jason	200	3,341.77	2,406.27
9000030219	Stevens, Patricia	200	4,647.98	3,362.97
9000030220	Twaddle, Debra	200	944.73	523.17
9000030221	Weissinger, Zachary T	200	1,780.59	1,257.87
9000030222	Westerhoff, Daniel	200	1,730.63	1,311.26
9000030223	Wiertel, Jason	200	5,150.88	3,882.66
9000030224	Altic, Megan	300	3,462.17	2,323.31

## Payroll Run Check Listing for Board

Payroll	11/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030225	Bell, Courtney	300	1,068.07	712.68
9000030226	Bonini, Susan	300	1,091.83	597.91
9000030227	Briggs, Patricia L	300	2,156.33	1,199.61
9000030228	Campian, James, JR	300	2,860.04	1,956.52
9000030229	Carlson, Susan M	300	1,112.10	869.04
9000030230	Chasensky, Lauren	300	3,353.30	2,390.55
9000030231	Cornyn, Mary Beth	300	548.93	484.67
9000030232	Cyrus, Richard	300	5,366.41	4,153.58
9000030233	Cyrus, Tonia	300	3,161.13	2,419.83
9000030234	Dahleen, Shayla	300	2,935.33	2,099.85
9000030235	Davis, Brianne	300	4,026.67	3,038.41
9000030236	Davis, Courtney	300	1,988.17	1,465.70
9000030237	Dawson, Rachel	300	3,462.17	2,374.45
9000030238	Dineen-Hendricks, Kathleen	300	4,111.29	3,418.31
9000030239	Donahue, Renee	300	1,284.60	950.24
9000030240	Drake, Alissa	300	817.97	416.00
9000030241	DuBois, Heidi	300	2,935.33	2,166.10
9000030242	Emde, John C, II	300	2,521.00	824.76
9000030243	Gibson, Kayla	300	2,972.96	2,383.60
9000030244	Gilbert, Jennifer	300	1,496.25	1,235.03
9000030245	Gomez, Benigno	300	2,260.32	1,572.60
9000030246	Graff, Patrick	300	2,852.57	2,224.75
9000030247	Grimm, Rhonda	300	1,111.52	826.01
9000030248	Han, Jieun	300	2,784.79	2,163.28
9000030249	Hausler, Linda	300	3,349.29	2,294.00
9000030250	Heneghan, Dipti	300	947.70	722.49
9000030251	Herrmann, Mary Jo	300	901.42	592.99
9000030252	Hicks, Dena	300	4,250.56	2,894.06
9000030253	James, Lauren	300	2,709.54	2,015.62
9000030254	Jezyk, Anna	300	3,152.55	2,226.65
9000030255	Johnson, Diane	300	4,535.08	2,022.64
9000030256	Jung, Diane	300	1,105.20	592.67

## Payroll Run Check Listing for Board

Payroll	11/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030257	Kennedy, Nicole	300	2,822.46	2,173.73
9000030258	Kerback, Patricia M	300	821.89	677.53
9000030259	Kimmerly, Suzanne	300	3,161.13	2,285.90
9000030260	Klepadlo, Scott E.	300	2,805.75	1,816.59
9000030261	Klimes, Christy	300	4,302.50	3,011.43
9000030262	Kolacz, Jolanta	300	1,133.50	622.21
9000030263	Konior, Mandy	300	810.10	484.20
9000030264	Lapham, Kathleen	300	3,906.24	3,075.96
9000030265	Larson, Richard W	300	2,590.56	1,898.85
9000030266	Lauten, Theresa	300	4,184.03	2,432.69
9000030267	Leonard, Arlene	300	4,528.30	3,501.11
9000030268	Livolsi-Hudgens, Carmella	300	888.83	678.76
9000030269	Madonia, Lindsey	300	3,304.12	2,705.94
9000030270	Marino, Jillian	300	3,951.42	2,786.73
9000030271	Martin, Stacey	300	3,010.58	2,121.17
9000030272	Martinez-Alvear, Aldo	300	2,148.61	1,510.96
9000030273	Masa, Janelle	300	1,031.92	626.47
9000030274	McCormick, Meredith	300	4,130.92	3,245.79
9000030275	Miller, Anna	300	2,303.08	1,622.48
9000030276	Murphy, Trisha	300	3,161.13	2,269.28
9000030277	Navarro, Michael	300	1,500.80	986.48
9000030278	Nelson, Christa	300	701.08	582.75
9000030279	Nelson, Nicole	300	4,535.08	3,594.81
9000030280	Neustadt, Leslie	300	4,056.78	2,942.00
9000030281	Nielsen, Joan	300	972.01	734.72
9000030282	Noreen, Diane C	300	1,097.96	299.97
9000030283	O'Connor-Young, Sheri	300	882.20	673.89
9000030284	Oliver, Jana	300	1,803.18	1,202.53
9000030285	Ortiz, Carmen	300	1,837.93	1,249.86
9000030286	O'Shea, Amy	300	3,605.16	2,376.36
9000030287	Parker, Elizabeth	300	4,101.96	2,955.19
9000030288	Pavilionis, Vincent	300	2,935.33	2,117.72

## Payroll Run Check Listing for Board

Payroll	11/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030289	Payne, Melissa	300	6,280.79	4,635.02
9000030290	Peterson, Marybeth	300	3,537.42	2,046.40
9000030291	Polmanteer, Colette	300	3,304.12	2,147.73
9000030292	Poremba, Katherine	300	3,687.96	2,454.31
9000030293	Potempa, Tracey	300	3,386.92	2,585.17
9000030294	Pridmore, Elizabeth	300	3,274.04	1,922.84
9000030295	Puetz, Lauren	300	2,979.78	1,951.73
9000030296	Pupillo, Lauren	300	3,386.92	2,393.97
9000030297	Rasner, Kimberly	300	2,093.10	1,310.83
9000030298	Remigio, Maria	300	4,411.91	3,101.36
9000030299	Reyes, Cathy M	300	992.43	604.15
9000030300	Rydel-Boesso, Eileen M	300	3,215.21	2,676.78
9000030301	Rzemieniecki, Christopher	300	3,875.00	3,472.98
9000030302	Schlessinger, Lukas	300	2,972.96	1,581.42
9000030303	Schroeder, Sara	300	3,537.45	2,728.91
9000030304	Schwarz, Jeanene	300	947.53	148.94
9000030305	Shehee, Wendy	300	1,005.60	603.38
9000030306	Siegel, Caitlyn J.	300	2,483.75	1,827.57
9000030307	Skonieczny, Sandra	300	794.40	399.25
9000030308	Slade, Stephanie	300	2,709.54	2,077.81
9000030309	Smith, Elisa	300	4,069.92	2,891.52
9000030310	Soukup, Stephanie	300	2,248.54	1,460.29
9000030311	Spell, Michael	300	1,881.63	1,464.82
9000030312	Sproviero, Rochelle	300	869.02	631.63
9000030313	Staley, Shannon	300	3,560.02	2,638.57
9000030314	Stefani, Colleen	300	4,470.75	3,163.25
9000030315	Strugielski, Kathryn	300	1,464.47	1,343.36
9000030316	Svejda, Michele	300	968.47	593.14
9000030317	Tarkowski, Emma	300	120.00	101.03
9000030318	Toby, Maureen	300	3,198.75	2,327.03
9000030319	Trotter, Suzanne	300	1,936.17	1,597.04
9000030320	Tuzzolino, Victoria	300	3,123.50	2,308.26

## Payroll Run Check Listing for Board

Payroll	11/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030321	Weeks, Stacey	300	744.75	591.64
9000030322	Weissinger, Karla	300	1,028.70	672.72
9000030323	Wojcik, Jane	300	891.89	813.46
9000030324	Yaniz, Catherine	300	3,304.12	2,465.03
9000030325	Zitt, Jean	300	4,069.92	2,968.68
9000030326	Bauman, Judith	700	325.00	304.20
9000030327	Uster, Julia	700	112.81	98.60
9000030328	Angileri, Debra	800	260.00	228.69
9000030329	Barron, Pamela	800	406.25	342.02
9000030330	Benson, Mary Diane	800	548.93	441.34
9000030331	Bouck, Paula	800	650.00	552.13
9000030332	Buhnerkemper, Jamie	800	1,204.24	1,052.51
9000030333	Cheek, Maria M	800	548.93	490.40
9000030334	Clavelli, Lauren	800	1,599.38	1,450.25
9000030335	Cracco, Catherine	800	708.93	599.55
9000030336	Currin, Tadiza	800	548.93	477.17
9000030337	Dimaggio, Gina	800	240.00	202.06
9000030338	Edman, Kelly A	800	1,625.00	1,197.04
9000030339	Foster, James Logan	800	500.00	437.00
9000030340	Galvez, Claudia	800	752.65	677.42
9000030341	Hamilton, Sherrie D	800	274.46	239.87
9000030342	Harris, Thomas	800	130.00	114.34
9000030343	Hazzard, Kelsey Ann	800	451.59	394.69
9000030344	Hernandez, Jennifer	800	548.93	469.67
9000030345	Holub, Lauren	800	260.00	211.92
9000030346	Johnson, Patrick	100	817.95	628.49
9000030347	Krestan, Kimberly S	800	439.14	388.70
9000030348	Lantz, Janet L	800	548.93	484.67
9000030349	Lapham, Megan	800	180.00	151.54
9000030350	Larose, Chris	800	205.00	184.07
9000030351	Maciejewski, Lee	800	854.83	747.12
9000030352	Maduzia, Vanessa	800	54.89	47.97

## Payroll Run Check Listing for Board

Payroll	11/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030353	Malinowski, Nicole	800	548.93	500.65
9000030354	Parpet, Paul	800	1,691.83	1,035.22
9000030355	Reese, Mary	800	370.00	311.50
9000030356	Reif, James	800	602.12	526.25
9000030357	Rolando, Ross	800	827.92	743.20
9000030358	Visser, Marianne	800	548.93	484.67
9000030359	Wagge, Kimberlee	800	548.93	485.96
9000030360	Weeks, Dawn	800	1,496.25	1,293.90
9000030361	Wei, Joanna	800	451.59	394.69
9000030362	Wong, Kevin David	800	240.00	209.76
9000030363	Zita, Blair	800	780.00	661.58
9000030364	Zubeck, Joseph	800	803.71	764.31
			<b>800,387.11</b>	<b>555,764.72</b>

## Payroll Run Check Listing for Board

Payroll	11/30/2021	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
116801	Dorn, William	800	400.00	349.60
9000030385	Buchholz, Marilyn	000	2,106.27	1,273.50
9000030386	Engler, Jennifer R	000	4,058.40	2,717.95
9000030387	Filipiak, Keith	000	8,961.63	3,388.66
9000030388	Hinton, Jeffery	000	2,935.38	1,624.56
9000030389	Kempfer-Kotalik, Linda	000	7,254.13	3,642.72
9000030390	Law, Jennifer S	000	6,571.92	4,408.22
9000030391	McCormick, Jennifer	000	2,028.31	1,084.56
9000030392	Navarro, Lawrence M	000	1,991.03	1,355.59
9000030393	Posego, John C	000	5,621.07	3,429.25
9000030394	Quinlan, Kevin	000	3,021.59	1,863.16
9000030395	Rannochio, Alisa	000	1,732.29	1,246.77
9000030396	Rich, Mary Beth	000	2,680.67	1,887.92
9000030397	Schalk, Trent J	000	3,288.92	1,629.64
9000030398	Tsamis, Anna	000	2,892.75	879.39
9000030399	Van Volkenburg, Nancy L	000	2,892.75	2,005.97
9000030400	Wilkinson, David	000	6,236.75	1,894.29
9000030401	Anderson, Erik D	100	3,476.92	2,820.96
9000030402	Anderson, Herbert	100	4,362.69	2,942.61
9000030403	Bamboot, Darius	100	4,628.79	3,518.59
9000030404	Begley, Elizabeth	100	1,514.72	799.48
9000030405	Biezynski, Jenna A	100	851.03	552.86
9000030406	Blankenship, Brian	100	1,535.40	1,070.75
9000030407	Brady, Jennifer L	100	3,274.04	2,527.12
9000030408	Burdett, Paul	100	1,802.85	1,056.43
9000030409	Bylsma, Nathan	100	5,193.29	3,767.50
9000030410	Bylsma, Svea	100	4,598.70	3,194.36
9000030411	Chandhok, Mona A	100	2,860.04	2,308.00
9000030412	Clarke, Jeannette	100	3,386.92	2,550.47
9000030413	Costello, Sheri	100	4,712.58	3,541.49
9000030414	Czyl, Maureen	100	1,134.63	734.79
9000030415	Davis, John	100	6,793.03	5,241.60

## Payroll Run Check Listing for Board

Payroll	11/30/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030416	Dent, Nathan	100	759.53	376.11
9000030417	Ferenzi, Daniella	100	1,524.32	1,196.62
9000030418	Fitzgerald, Karen	100	1,897.96	457.74
9000030419	Gansberg, Michele	100	1,046.31	667.54
9000030420	Gomez, Vasilici	100	3,010.58	2,358.69
9000030421	Gucciardo, Anjanette	100	3,800.88	3,019.69
9000030422	Gumina, Scott	100	4,983.24	3,305.91
9000030423	Hall, Jacqueline	100	753.94	432.83
9000030424	Hamann, Kelly	100	3,499.83	1,015.26
9000030425	Hamilton, Mary Pat	100	829.42	510.42
9000030426	Hardy, Venessa	100	4,350.34	2,714.52
9000030427	Henrichs, Greg	100	3,612.71	2,637.53
9000030428	Hochstetter, Judith	100	1,332.49	923.09
9000030429	Holmes, Steven	100	1,744.35	1,254.21
9000030430	Honzel, Robin	100	4,535.08	2,412.12
9000030431	Howard, Jeffrey	100	7,655.38	5,298.25
9000030432	Irvine, Karin	100	4,186.21	3,309.85
9000030433	Jaegle, Christine A	100	3,707.79	2,984.62
9000030434	Jaegle, Ronald	100	5,031.83	3,388.60
9000030435	Jenkins, David A	100	1,963.20	1,389.55
9000030436	Jensen, Christine	100	3,642.82	2,992.64
9000030437	Kehoe, Debra	100	4,535.08	3,226.09
9000030438	Kern, Erin	100	3,575.09	2,472.53
9000030439	Klempic, Mirza	100	2,272.75	1,629.27
9000030440	Kohorn, Paul	100	3,184.41	2,333.70
9000030441	Kuefner, Julie	100	3,876.13	2,666.45
9000030442	LaScala, Mark	100	5,544.37	4,096.03
9000030443	Maldre, Sarah	100	3,703.04	2,400.37
9000030444	Marcum, Thomas C	100	4,727.13	3,813.09
9000030445	Martinez, Brian	100	1,661.70	1,215.66
9000030446	Matariyeh, Yousef	100	6,048.65	4,337.54
9000030447	Meyer, Kendra	100	4,302.50	3,161.19

## Payroll Run Check Listing for Board

Payroll	11/30/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030448	Milinki, Jennifer	100	4,669.65	3,321.45
9000030449	Mlynarski, Tim	100	834.23	515.03
9000030450	Mulhaupt, Courtney	100	6,058.81	4,636.96
9000030451	Musbach, Darlene	100	4,186.21	2,490.03
9000030452	Nadolny, Mary	100	550.55	154.71
9000030453	Ng, Joanna	100	3,274.04	2,125.94
9000030454	Novak, Emily	100	3,981.52	2,524.62
9000030455	Ogan, Elizabeth	100	4,535.08	3,472.10
9000030456	O'Hara, James	100	3,794.92	2,953.93
9000030457	Perez, Kevin E	100	3,349.29	2,511.90
9000030458	Perretta, Mia	100	4,207.31	3,180.04
9000030459	Polinski, Michael	100	3,010.58	2,495.75
9000030460	Pomatto-Zimmerman, Jennifer	100	4,713.38	3,790.25
9000030461	Provenzano, Lisa	100	1,083.17	860.43
9000030462	Renguso, Amy	100	3,394.44	2,417.07
9000030463	Ridges, Daniel	100	1,490.95	1,054.54
9000030464	Sanko, April	100	5,074.34	3,589.06
9000030465	Sanko, Daniel	100	6,673.35	4,603.09
9000030466	Schwartz, Rebecca	100	4,749.21	3,418.62
9000030467	Smith, Justin	100	3,951.42	3,039.76
9000030468	Steben, James	100	7,439.35	5,698.75
9000030469	Stelk, Scott	100	1,792.11	974.76
9000030470	Stellmacher, James M	100	3,680.47	2,729.18
9000030471	Strietelmeier, Katelyn	100	2,720.42	2,111.29
9000030472	Thome, Nicholas	100	1,893.28	1,148.67
9000030473	Todd, Adam	100	1,987.65	1,410.66
9000030474	Waibel, Scott	100	3,785.81	2,690.00
9000030475	Wallenberg, Michelle	100	3,446.92	2,524.75
9000030476	Weissinger, Derek C	100	2,062.09	1,350.97
9000030477	Wolak, Brandon P	100	2,582.46	1,872.30
9000030478	Woyna, Eric	100	3,559.83	2,436.83
9000030479	Woyna, Patrick	100	4,703.54	3,143.80

## Payroll Run Check Listing for Board

Payroll	11/30/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030480	Alexander, Jarvis	200	774.64	538.25
9000030481	Blatchley, Monica	200	4,242.66	389.10
9000030482	Bossenga, Emmy	200	4,461.96	2,725.05
9000030483	Braun, Katherine	200	2,829.95	1,991.25
9000030484	Breeden, Anne	200	1,496.25	1,381.40
9000030485	Broadus, Gretchen	200	3,424.54	2,781.37
9000030486	Burdeaux, Jessica	200	781.95	553.55
9000030487	Burris, Karen M	200	1,357.49	704.52
9000030488	Byrne, Sharon	200	3,447.11	2,825.03
9000030489	Cerny, Marie	200	2,784.79	2,290.56
9000030490	Cervený, Karen	200	3,349.29	2,386.94
9000030491	Chiappetta, Rebecca	200	1,973.44	1,662.73
9000030492	Cornfield, Betty	200	4,835.08	2,010.86
9000030493	Dale, Kelley	200	634.86	580.79
9000030494	De Nichols, Patricia	200	4,327.75	2,420.35
9000030495	Dooley, Tara	200	1,260.07	837.55
9000030496	Dybeck, David	200	4,184.30	2,513.90
9000030497	Erickson, Tor	200	4,150.88	3,125.72
9000030498	Grau, Jason	200	3,386.92	2,552.27
9000030499	Hanson, Janet	200	4,535.08	1,814.72
9000030500	Hazard, Jean	200	956.92	628.77
9000030501	Henning, Mary	200	866.29	561.96
9000030502	Huschart, Kelly	200	3,161.13	2,446.83
9000030503	Joy, Emma P	200	1,816.18	1,078.51
9000030504	Kearney, David	200	5,933.13	4,098.90
9000030505	Keigher, Natalie	200	3,910.27	2,778.78
9000030506	Kim, Paul	200	4,628.81	3,068.44
9000030507	Klepper, Mary	200	3,130.58	2,348.78
9000030508	Lemke, Nanette	200	912.78	622.03
9000030509	Leon, Miyax	200	1,505.30	1,232.90
9000030510	Lima, Valerie	200	1,140.69	757.49
9000030511	Lumsden, Jason	200	4,252.47	3,198.98

## Payroll Run Check Listing for Board

Payroll	11/30/2021	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030512	Malcolm, Lauren	200	3,304.12	2,538.32
9000030513	Marriner, Carmen M	200	1,107.17	693.96
9000030514	McIntyre, Celeste	200	3,876.15	2,823.89
9000030515	McLear IV, Robert	200	3,462.17	2,662.71
9000030516	Meyer, Peter	200	5,995.24	3,479.33
9000030517	Meyer, Phillip	200	2,860.05	2,091.89
9000030518	Miller, Jaime	200	3,274.02	2,417.71
9000030519	Nelson, Kelli	200	4,825.13	3,465.25
9000030520	Norwood, Lindsay	200	3,875.00	3,133.33
9000030521	Oros, Natalie	200	2,190.20	1,711.28
9000030522	Park, Aimee	200	3,917.80	2,729.49
9000030523	Pilon, Erica	200	4,475.89	3,218.10
9000030524	Pivek, Elena	200	3,285.85	2,554.10
9000030525	Ptak, Jeff R	200	2,330.73	1,594.79
9000030526	Rankin, Chrysan	200	2,483.75	1,956.56
9000030527	Ratzer, Bonnie	200	834.82	623.97
9000030528	Reband, Jennifer	200	4,320.20	3,320.52
9000030529	Rohlicek, Daniel	200	2,157.21	1,450.19
9000030530	Sauer, Mary	200	3,311.63	2,547.34
9000030531	Schindler, Dorene	200	1,014.82	739.07
9000030532	Schmidt, Michael	200	6,589.82	4,715.17
9000030533	Schraub, Daniel	200	4,232.59	2,773.86
9000030534	Seastrom, Tamela	200	1,735.82	965.26
9000030535	Sergeant, Andrew H	200	1,828.77	1,322.74
9000030536	Slowiak, Vincent	200	3,462.17	2,238.00
9000030537	Smid, Jason	200	3,793.36	2,745.70
9000030538	Stevens, Patricia	200	4,647.98	3,362.97
9000030539	Twaddle, Debra	200	944.73	523.17
9000030540	Weissinger, Zachary T	200	1,838.97	1,299.71
9000030541	Westerhoff, Daniel	200	1,689.09	1,281.49
9000030542	Wiertel, Jason	200	5,150.86	3,882.64
9000030543	Altic, Megan	300	3,462.17	2,323.31

## Payroll Run Check Listing for Board

Payroll	11/30/2021	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030544	Bell, Courtney	300	1,034.24	688.44
9000030545	Bonini, Susan	300	1,086.77	594.29
9000030546	Briggs, Patricia L	300	2,156.33	1,199.61
9000030547	Campian, James, JR	300	2,860.04	1,956.52
9000030548	Carlson, Susan M	300	1,112.10	869.04
9000030549	Chasensky, Lauren	300	3,353.30	2,390.55
9000030550	Cornyn, Mary Beth	300	648.93	572.07
9000030551	Cyrus, Richard	300	5,396.42	4,175.75
9000030552	Cyrus, Tonia	300	3,161.13	2,419.83
9000030553	Dahleen, Shayla	300	2,935.33	2,099.85
9000030554	Davis, Brianne	300	4,198.90	3,157.07
9000030555	Davis, Courtney	300	1,936.17	1,423.69
9000030556	Dawson, Rachel	300	3,462.17	2,374.45
9000030557	Dineen-Hendricks, Kathleen	300	4,111.29	3,418.31
9000030558	Donahue, Renee	300	1,315.37	972.91
9000030559	Drake, Alissa	300	790.43	396.72
9000030560	DuBois, Heidi	300	2,935.33	2,166.10
9000030561	Emde, John C, II	300	2,627.07	900.76
9000030562	Gibson, Kayla	300	2,972.96	2,383.60
9000030563	Gilbert, Jennifer	300	1,496.25	1,235.03
9000030564	Gomez, Benigno	300	1,927.92	1,334.40
9000030565	Graff, Patrick	300	3,529.96	2,746.55
9000030566	Grimm, Rhonda	300	1,101.41	818.57
9000030567	Han, Jieun	300	2,784.79	2,163.28
9000030568	Hausler, Linda	300	3,406.59	2,334.61
9000030569	Heneghan, Dipti	300	1,026.67	786.30
9000030570	Herrmann, Mary Jo	300	914.92	604.21
9000030571	Hicks, Dena	300	4,250.56	2,894.06
9000030572	James, Lauren	300	2,709.54	2,015.62
9000030573	Jezyk, Anna	300	3,048.25	2,152.73
9000030574	Johnson, Diane	300	4,535.08	2,022.64
9000030575	Jung, Diane	300	1,090.26	583.17

## Payroll Run Check Listing for Board

Payroll	11/30/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030576	Kennedy, Nicole	300	2,822.46	2,173.73
9000030577	Kerback, Patricia M	300	821.89	677.53
9000030578	Kimmerly, Suzanne	300	3,213.13	2,327.89
9000030579	Klepadlo, Scott E.	300	3,483.16	2,336.12
9000030580	Klimes, Christy	300	4,302.50	3,011.43
9000030581	Kolacz, Jolanta	300	1,123.24	615.68
9000030582	Konior, Mandy	300	770.11	455.37
9000030583	Lapham, Kathleen	300	3,906.24	3,075.96
9000030584	Larson, Richard W	300	2,431.48	1,784.85
9000030585	Lauten, Theresa	300	4,158.03	2,414.27
9000030586	Leonard, Arlene	300	4,528.30	3,501.11
9000030587	Livolsi-Hudgens, Carmella	300	935.38	713.01
9000030588	Madonia, Lindsey	300	3,304.12	2,705.94
9000030589	Marino, Jillian	300	3,951.42	2,786.73
9000030590	Martin, Stacey	300	3,010.58	2,121.17
9000030591	Martinez-Alvear, Aldo	300	2,543.64	1,756.33
9000030592	Masa, Janelle	300	1,037.17	630.33
9000030593	McCormick, Meredith	300	4,130.92	3,245.79
9000030594	Miller, Anna	300	2,381.88	1,678.33
9000030595	Murphy, Trisha	300	3,838.52	2,828.06
9000030596	Navarro, Michael	300	1,500.80	986.48
9000030597	Nelson, Christa	300	701.08	582.75
9000030598	Nelson, Nicole	300	4,535.08	3,594.81
9000030599	Neustadt, Leslie	300	4,056.78	2,942.00
9000030600	Nielsen, Joan	300	981.97	742.05
9000030601	Noreen, Diane C	300	1,097.96	299.97
9000030602	O'Connor-Young, Sheri	300	890.22	679.78
9000030603	Oliver, Jana	300	1,948.23	1,485.52
9000030604	Ortiz, Carmen	300	1,837.93	1,249.86
9000030605	O'Shea, Amy	300	3,605.16	2,376.36
9000030606	Parker, Elizabeth	300	4,101.96	2,955.19
9000030607	Pavilionis, Vincent	300	2,935.33	2,117.72

## Payroll Run Check Listing for Board

Payroll	11/30/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030608	Payne, Melissa	300	6,280.79	4,635.02
9000030609	Peterson, Marybeth	300	3,537.42	2,046.40
9000030610	Polmanteer, Colette	300	3,304.12	2,147.73
9000030611	Poremba, Katherine	300	3,687.96	2,454.31
9000030612	Potempa, Tracey	300	3,386.92	2,585.17
9000030613	Pridmore, Elizabeth	300	3,274.04	1,922.84
9000030614	Puetz, Lauren	300	2,927.78	1,914.88
9000030615	Pupillo, Lauren	300	3,386.92	2,393.97
9000030616	Rasner, Kimberly	300	2,093.10	1,310.83
9000030617	Remigio, Maria	300	4,411.91	3,101.36
9000030618	Reyes, Cathy M	300	1,054.44	652.08
9000030619	Rydel-Boesso, Eileen M	300	3,161.13	2,633.10
9000030620	Rzemieniecki, Christopher	300	3,875.00	3,472.98
9000030621	Schlessinger, Lukas	300	2,972.96	1,581.42
9000030622	Schroeder, Sara	300	3,537.45	2,728.91
9000030623	Schwarz, Jeanene	300	847.53	65.82
9000030624	Shehee, Wendy	300	980.70	585.06
9000030625	Siegel, Caitlyn J.	300	2,483.75	1,827.57
9000030626	Skonieczny, Sandra	300	744.75	357.98
9000030627	Slade, Stephanie	300	2,709.54	2,077.81
9000030628	Smith, Elisa	300	4,069.92	2,891.52
9000030629	Soukup, Stephanie	300	2,248.54	1,460.29
9000030630	Spell, Michael	300	1,881.63	1,464.82
9000030631	Sproviero, Rochelle	300	945.34	686.32
9000030632	Staley, Shannon	300	3,560.02	2,638.57
9000030633	Stefani, Colleen	300	4,418.75	3,127.41
9000030634	Strugielski, Kathryn	300	1,464.47	1,343.36
9000030635	Svejda, Michele	300	1,012.89	629.07
9000030636	Toby, Maureen	300	3,198.75	2,327.03
9000030637	Trotter, Suzanne	300	1,936.17	1,597.04
9000030638	Tuzzolino, Victoria	300	3,123.50	2,308.26
9000030639	Weeks, Stacey	300	744.75	591.64

## Payroll Run Check Listing for Board

Payroll	11/30/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030640	Weissinger, Karla	300	1,061.57	700.05
9000030641	Wojcik, Jane	300	891.89	813.46
9000030642	Yaniz, Catherine	300	3,304.12	2,465.03
9000030643	Zitt, Jean	300	4,069.92	2,968.68
9000030644	Bauman, Judith	700	520.00	486.72
9000030645	Angileri, Debra	800	260.00	228.69
9000030646	Balaban, Nicholas	800	1,241.87	1,146.86
9000030647	Barron, Pamela	800	890.63	749.82
9000030648	Benson, Mary Diane	800	548.93	441.34
9000030649	Bouck, Paula	800	390.00	333.23
9000030650	Buhnerkemper, Jamie	800	1,204.24	1,052.51
9000030651	Clavelli, Lauren	800	1,599.38	1,450.25
9000030652	Cracco, Catherine	800	733.93	618.90
9000030653	Crenshaw, Samuel, JR	800	790.28	690.70
9000030654	Currin, Tadiza	800	548.93	477.17
9000030655	Edman, Kelly A	800	1,234.38	878.30
9000030656	Foster, James Logan	800	500.00	437.00
9000030657	Galvez, Claudia	800	752.65	677.42
9000030658	Hamilton, Sherrie D	800	439.14	383.80
9000030659	Harris, Thomas	800	325.00	278.51
9000030660	Hazzard, Kelsey Ann	800	451.59	394.69
9000030661	Hernandez, Jennifer	800	548.93	469.67
9000030662	Holub, Lauren	800	520.00	407.40
9000030663	Johnson, Patrick	100	817.95	628.49
9000030664	Kellan, Jeri	800	395.14	360.05
9000030665	Krestan, Kimberly S	800	329.36	292.75
9000030666	Kucera, Sasha	800	3,875.56	2,827.99
9000030667	Lantz, Janet L	800	614.03	541.56
9000030668	Maciejewski, Lee	800	854.85	747.13
9000030669	Malinowski, Nicole	800	548.93	500.65
9000030670	Mogensen, Cynthia	800	520.00	407.40
9000030671	Parpet, Paul	800	1,655.83	1,016.28

## Payroll Run Check Listing for Board

Payroll	11/30/2021	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030672	Reese, Mary	800	715.00	601.95
9000030673	Reif, James	800	602.12	526.25
9000030674	Rolando, Ross	800	1,448.83	1,258.85
9000030675	Stratton, Carolyn	800	520.00	442.69
9000030676	Visser, Marianne	800	494.03	436.68
9000030677	Wagge, Kimberlee	800	494.03	437.97
9000030678	Weeks, Dawn	800	1,496.25	1,293.90
9000030679	Wei, Joanna	800	790.28	669.28
9000030680	Wong, Kevin David	800	270.00	235.97
9000030681	Zita, Blair	800	1,040.00	880.47
9000030682	Zubeck, Joseph	800	803.71	764.31
			<b>821,246.14</b>	<b>570,332.05</b>

**LISLE COMMUNITY UNIT SCHOOL DISTRICT #202**

**VENDOR PAY ORDERS**

This is to certify that the Board of Education of Lisle Community Unit School District No. 202 ratified the following vendor pay orders: December 20, 2021

**GENERAL CHECKING ACCOUNT**

<b>CHECKS ISSUED</b>	Beginning	116664	Ending	116666
	Beginning	116802	Ending	116805
	Beginning	116806	Ending	116831
	Beginning	116835	Ending	116952
<b>WIRES ISSUED</b>	Beginning	800000670	Ending	800000674
	Beginning	800000675	Ending	800000681
<b>ACH DEPOSITS</b>	Beginning	9000030976	Ending	9000031012

**FUND DISTRIBUTION**

EDUCATIONAL	\$	1,250,949.86
OPERATIONS & MAINTENANCE	\$	140,589.41
TRANSPORTATION	\$	172,774.25
IMRF/SOCIAL SECURITY	\$	123,592.67
CAPITAL PROJECTS	\$	25,324.00
TOTAL	\$	<u>1,713,230.19</u>

**IMPREST CHECKING ACCOUNT**

<b>CHECKS ISSUED</b>	Beginning	9909	Ending	9917
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**FUND DISTRIBUTION**

EDUCATIONAL	\$	773.40
OPERATIONS & MAINTENANCE	\$	3,544.59
TRANSPORTATION	\$	212.83
TOTAL	\$	<u>4,530.82</u>

**GRAND TOTAL** \$ 1,717,761.01

\_\_\_\_\_  
President - Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary - Board of Education

\_\_\_\_\_  
Date

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 11/15/2021 ZPAY 11/15/21

R - Regular Run Type

Check Number	Name	Net Check Amt
116664	Classified Employee	871.77
116665	Lisle CUSD #202	2,741.68
116666	Lisle Education Association	8,904.55
8000000670	Harris Bank	120,664.87
8000000671	Illinois Department Of Revenue	34,419.98
8000000672	Teachers' Health Ins Security	10,998.21
8000000673	Teachers' Retirement System	67,109.66
8000000674	U.S. OMNI	46,451.29
<b>Regular Checks:</b>	3	12518.00
<b>ACH Checks:</b>	0	0.00
<b>Wire Transfers:</b>	5	279644.01
<b>Total:</b>	<b>8</b>	<b>292,162.01</b>

# AP Check Register

Lisle CUSD 202

## Fund Summary

<b>Fund</b>	<b>Balance Sheet</b>	<b>Revenue</b>	<b>Expense</b>	<b>Total</b>
<b>10 - Educational</b>	<b>\$243,789.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>243,789.05</b>
<b>20 - Operations &amp; Maintenance</b>	<b>\$7,155.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>7,155.16</b>
<b>40 - Transportation</b>	<b>\$271.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>271.44</b>
<b>55 - Social Security</b>	<b>\$40,946.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>40,946.36</b>

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 11/30/2021 ZPAYEOM 11/30/21

R - Regular Run Type

Check Number	Name	Net Check Amt
116802	Classified Employee	871.77
116803	Lisle CUSD #202	2,741.68
116804	Lisle Education Association	8,904.55
116805	VSP of Illinois, NFP	4,861.30
8000000675	Educational Benefit Coop	381,381.35
8000000676	Harris Bank	125,322.53
8000000677	Illinois Department Of Revenue	35,313.52
8000000678	Illinois Municipal Retirement	57,956.42
8000000679	Teachers' Health Ins Security	11,254.96
8000000680	Teachers' Retirement System	68,676.21
8000000681	U.S. OMNI	47,551.29
<b>Regular Checks:</b>	4	17379.30
<b>ACH Checks:</b>	0	0.00
<b>Wire Transfers:</b>	7	727456.28
<b>Total:</b>	<b>11</b>	<b>744,835.58</b>

# AP Check Register

Lisle CUSD 202

## Fund Summary

<b>Fund</b>	<b>Balance Sheet</b>	<b>Revenue</b>	<b>Expense</b>	<b>Total</b>
<b>10 - Educational</b>	<b>\$625,398.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>625,398.91</b>
<b>20 - Operations &amp; Maintenance</b>	<b>\$36,191.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>36,191.40</b>
<b>40 - Transportation</b>	<b>\$598.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>598.96</b>
<b>50 - Muncipal Retirement</b>	<b>\$40,344.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>40,344.04</b>
<b>55 - Social Security</b>	<b>\$42,302.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>42,302.27</b>

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 11/30/2021    November 2021 End of Month

R - Regular    Run Type

Check Number	Name	Net Check Amt
116806	Amazon.com Corporate Credit	8,401.91
116807	AT&T: Acct 198-2	165.02
116808	AT&T: Acct 680	662.50
116809	AT&T: Acct 927	1,682.80
116810	AT&T: Acct 988-5	214.33
116811	Capital One / Menards	652.57
116812	Capital One / Walmart	732.69
116813	Clement, Earl	110.00
116814	Dupage County Public Works	768.72
116815	Generation Genius, Inc.	995.00
116816	Gordon Flesch Co, Inc	1,668.74
116817	Hinckley Springs	34.99
116818	Home Depot Credit Services	95.76
116819	Illinois State Police	282.50
116820	Kasper, George	80.00
116821	Lisle Community Unit School	4,586.77
116822	Morrow, Bob	80.00
116823	Nextera Energy Services	16,423.32
116824	Nextera Energy Services	6,914.71
116825	Nextera Energy Services	8,741.71
116826	Nextera Energy Services	2,300.28
116827	Nextera Energy Services	1,054.48
116828	T-Mobile for Government	1,000.00
116829	Vanguard Energy Services,	4,035.17
116830	Watkins, Kevin	110.00
116831	Wicks, Michael	110.00

<b>Regular Checks:</b>	26	61903.97
<b>ACH Checks:</b>	0	0.00
<b>Wire Transfers:</b>	0	0.00
<b>Total:</b>	<b>26</b>	<b>61,903.97</b>

# AP Check Register

Lisle CUSD 202

## Fund Summary

<b>Fund</b>	<b>Balance Sheet</b>	<b>Revenue</b>	<b>Expense</b>	<b>Total</b>
<b>10 - Educational</b>	<b>\$13,851.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>13,851.20</b>
<b>20 - Operations &amp; Maintenance</b>	<b>\$47,839.94</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>47,839.94</b>
<b>40 - Transportation</b>	<b>\$212.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>212.83</b>

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/20/2021 December 2021 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
116835	Academic Therapy Publications	236.50
116836	AFI Technologies Inc	6,053.02
116837	A-Formula Mechanical Corp.	2,396.00
116838	Allegra Marketing/Print/Mail	6,389.96
116839	Amplified IT, LLC	2,500.00
116840	Anderson Pest Solutions	437.35
116841	Aramark Services, Inc	46,574.33
116842	AT&T: Acct 978-4	54.43
116843	Baillie, Christopher	70.00
116844	Barnes, Doug	70.00
116845	Beebe, David	55.00
116846	BMO Harris Bank NA	6,767.35
116847	Brex Solutions Inc	4,256.00
116848	BrightStar Healthcare	6,107.30
116849	BSN Sports, LLC	9,138.95
116850	Buckeye Cleaning Centers	2,323.47
116851	Chicago Fire Detection System,	480.00
116852	Chicago Office Technology	1,762.16
116853	Conroy, Laura	620.22
116854	Cornwell, Greg	70.00
116855	Cyrus, Frank	55.00
116856	Dahdal, Michael	70.00
116857	Daily Herald Media Group	28.75
116858	Davilo, Marc	70.00
116859	De Iorio, Debora K	130.00
116860	DeMoulin Brothers & Company	177.30
116861	Dooley, Dick	55.00
116862	Dupage County Public Works	2,013.19
116863	Dupage Regional Office of	2,900.00
116864	Elan Photography, Inc	4,278.22
116865	Eriksson Engineering	2,500.00

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/20/2021 December 2021 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
116866	F & G Roofing Company LLC	4,262.60
116867	Ferguson Facilities Supply	8.35
116868	Fields, Joe	70.00
116869	Flag Store USA	219.16
116870	Flowers of Lisle	76.00
116871	Folkerts, Roger	65.00
116872	Follett School Solutions, Inc	477.97
116873	Fox Valley Fire & Safety	95.00
116874	G & G Lawncare Inc	26,455.00
116875	Hart, William	70.00
116876	Heggeland, John	120.00
116877	Himes, Petrarca & Fester, Chtd	3,470.00
116878	Home Depot U.S.A., Inc	4,840.23
116879	Home Depot U.S.A., Inc (GA)	63.03
116880	Huffman, Rick	65.00
116881	Illinois American Water	2,150.38
116882	Illinois ASBO	410.00
116883	Illinois Association for Career &	855.00
116884	Illinois Grade School Music	709.75
116885	Illinois Music Education	200.00
116886	Illinois Principals Association	659.00
116887	Illinois Science Olympiad	200.00
116888	International Translation	765.00
116889	IPSD 204	13,936.66
116890	IXL Learning	124.00
116891	Jason's Deli	60.83
116892	Johnstone Supply	117.79
116893	Kolar, Rich	55.00
116894	Kriha Law Firm LLC	852.50
116895	Laforce Inc	1,149.00
116896	Lakeshore Learning Materials	186.96

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/20/2021 December 2021 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
116897	Landeros, Chuck	125.00
116898	Lauterbach & Amen LLP	14,100.00
116899	Leo's Cleaners	681.60
116900	Libertyville High School	100.00
116901	Library Journals, LLC	159.99
116902	Linden Oaks Tutoring Services	282.10
116903	Lisle Elementary School	801.00
116904	Lisle High School Activity	220.00
116905	Mandley, Eric	70.00
116906	Math Learning Center	160.50
116907	McGraw Hill LLC	32.37
116908	Midwest Principals' Center, Inc.	250.00
116909	Milazzo, Jim	65.00
116910	NCS Pearson, Inc	110.60
116911	NEUCO Inc	457.39
116912	New Direction Solutions, LLC	4,200.00
116913	Nicor Gas	3,120.70
116914	Northern Glass, Inc.	1,760.00
116915	Pascente, Sharon T	2,000.00
116916	Paul H. Brookes Publishing Co,	56.50
116917	Pauls, Bob	55.00
116918	Perez, Luis	49.89
116919	Performance Chemical &	837.95
116920	Perkins & Will, Inc	1,189.00
116921	Polar Electro, Inc	1,944.00
116922	Porrevecchio, Jim	70.00
116923	Powell, Willie	55.00
116924	Powerone Supply, Inc	719.82
116925	Progress Software Corporation	3,270.00
116926	Rammien, Michele	42.00
116927	RentalMax LLC	427.06

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/20/2021 December 2021 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
116928	Rizzo, Robert	55.00
116929	Saddleback Educational, Inc	751.91
116930	Sawicki, Steven	55.00
116931	School Association For Special	59,696.92
116932	Shaw Media	1,170.20
116933	Sobeski, Scott	70.00
116934	Stage Accents	2,994.60
116935	Streamwood Behavioral	525.00
116936	Streamwood Behavioral	3,704.05
116937	Suburban Door Check & Lock	375.50
116938	Suburban School Cooperative	137,702.00
116939	Sunrise Southwest LLC	49,543.52
116940	TEAI - Technology Education	100.00
116941	The Bookstore	1,167.68
116942	Vanguard Energy Services,	9,875.98
116943	Varsity Spirit Fashions	7,923.20
116944	Village of Lisle	15,198.58
116945	Volt Electric Inc	2,600.00
116946	Warehouse Direct	585.57
116947	Waste Management of Illinois,	1,237.46
116948	Weissman's Theatrical Supply,	519.55
116949	Westway Coach, Inc	103,879.84
116950	WEX Health, Inc	144.50
116951	William V. MacGill & Co	380.22
116952	Zahara, Gary	70.00
9000030976	Anderson, Herbert	52.75
9000030977	Costello, Sheri	120.00
9000030978	Dineen-Hendricks, Kathleen	120.00
9000030979	DuBois, Heidi	280.00
9000030980	Emde, John C, II	30.00
9000030981	Erickson, Tor	120.00

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/20/2021 December 2021 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
9000030982	Filipiak, Keith	120.00
9000030983	Gomez, Benigno	120.00
9000030984	Hazzard, Kelsey Ann	230.13
9000030985	Hinton, Jeffery	120.00
9000030986	Kearney, David	422.57
9000030987	Kehoe, Debra	83.15
9000030988	Kempfer-Kotalik, Linda	120.00
9000030989	Klempic, Mirza	133.56
9000030990	Law, Jennifer S	120.00
9000030991	Malcolm, Lauren	24.35
9000030992	Marcum, Thomas C	120.00
9000030993	Matariyeh, Yousef	40.00
9000030994	McCormick, Jennifer	21.28
9000030995	Meyer, Peter	203.21
9000030996	Milinki, Jennifer	263.32
9000030997	Miller, Anna	195.79
9000030998	Musbach, Darlene	14.00
9000030999	Navarro, Lawrence M	25.00
9000031000	Nelson, Kelli	43.47
9000031001	Norwood, Lindsay	200.00
9000031002	O'Hara, James	120.00
9000031003	Payne, Melissa	120.00
9000031004	Pomatto-Zimmerman, Jennifer	120.00
9000031005	Ptak, Jeff R	120.00
9000031006	Rich, Mary Beth	24.19
9000031007	Rzemieniecki, Christopher	120.00
9000031008	Stelk, Scott	139.95
9000031009	Waibel, Scott	497.37
9000031010	Weissinger, Derek C	120.00
9000031011	Wilkinson, David	120.00

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/20/2021 December 2021 Board Bills

R - Regular Run Type

Check Number	Name		Net Check Amt
9000031012	Wojcik, Jane		317.08
<b>Regular Checks:</b>	118	609167.46	
<b>ACH Checks:</b>	37	5161.17	
<b>Wire Transfers:</b>	0	0.00	
<b>Total:</b>	<b>155</b>	<b>614,328.63</b>	

# AP Check Register

Lisle CUSD 202

## Fund Summary

<b>Fund</b>	<b>Balance Sheet</b>	<b>Revenue</b>	<b>Expense</b>	<b>Total</b>
10 - Educational	\$367,910.70	\$0.00	\$0.00	367,910.70
20 - Operations & Maintenance	\$49,402.91	\$0.00	\$0.00	49,402.91
40 - Transportation	\$171,691.02	\$0.00	\$0.00	171,691.02
60 - Capital Projects	\$25,324.00	\$0.00	\$0.00	25,324.00

# AP Check Register

Lisle CUSD 202

Accounts Payable Run: 11/04/2021 Imprest 11.4.21

R - Regular Run Type

Check Number	Name	Net Check Amt
9909	AT&T: Acct 680	662.50
9910	AT&T: Acct 927	1,682.80
9911	Hinckley Springs	34.99
9912	Illinois American Water	80.28
9913	WEX Bank	1,202.34
<b>Regular Checks:</b>	5	3662.91
<b>ACH Checks:</b>	0	0.00
<b>Wire Transfers:</b>	0	0.00
<b>Total:</b>	<b>5</b>	<b>3,662.91</b>

Accounts Payable Run: 11/05/2021 Imprest 11.5.21

R - Regular Run Type

Check Number	Name	Net Check Amt
9914	AT&T: Acct 430-0	106.79
9915	AT&T: Mobility	131.12
9916	IAHPERD	380.00
9917	New Trier High School	250.00
<b>Regular Checks:</b>	4	867.91
<b>ACH Checks:</b>	0	0.00
<b>Wire Transfers:</b>	0	0.00
<b>Total:</b>	<b>4</b>	<b>867.91</b>

# AP Check Register

Lisle CUSD 202

## Fund Summary

<b>Fund</b>	<b>Balance Sheet</b>	<b>Revenue</b>	<b>Expense</b>	<b>Total</b>
10 - Educational	\$773.40	\$0.00	\$0.00	773.40
20 - Operations & Maintenance	\$3,544.59	\$0.00	\$0.00	3,544.59
40 - Transportation	\$212.83	\$0.00	\$0.00	212.83

**FOR ACTION**

**Lisle Community Unit School District No. 202  
Board of Education Meeting  
December 20, 2021**

**SUBJECT:** Kathleen Dineen-Hendricks Retirement Request and Partial Year Contract

**BACKGROUND DATA:** The Lisle Elementary School Assistant Principal, Kathleen Dineen-Hendricks Retirement, would like to retire at the beginning of the 2022/2023 school year. She is requesting to work an additional 28 days during the 2022/2023 school year in order to be eligible to retire without a penalty under the Illinois Teachers Retirement Plan.

The Administration is recommending the Board approve a contract for twenty-eight (28) days the 2022/2023 school year to allow Mrs. Dineen-Hendricks to retire without a penalty AND to assist in the transition of the new dean and building principal. The 28 days of employment will occur on an “as needed” basis during the months of July through September 2022.

**FINANCIAL IMPACT:** The cost of the additional twenty-eight (28) days during the 2022/2023 school year will be approximately \$13,800.

**RECOMMENDATION:** Approval of the below motion.

**SUGGESTED MOTION:** That the Board of Education accept the retirement request and approve a twenty-eight (28) day contract for the 2022/2023 school year for the Kathleen Dineen-Hendricks.

Kathleen Dineen-Hendricks  
2453 Barkdoll Road  
Naperville, IL 60565

December 16, 2021

Dr. Filpiak and the Board of Education,

After 34 years in education, with the past nine years serving as the assistant principal for Schiesher, Tate Woods, and the new Lisle Elementary School, I have come to the difficult decision that it is time for me to retire. I will begin the 2022-2023 school year working 28 days to complete my 35 years service.

During my time in Lisle 202 School District, I have been very fortunate to work with consummate professionals, partner with highly involved families and community members, and build relationships with the most extraordinary students. Being a part of this learning community has been a dream come true. I could not have imagined a better way to round out my career.

I have been given the greatest of opportunities to work with the very best teaching staff and colleagues, who are truly second to none. Bringing the staff together from two schools and being a small part of the opening of the state-of-the-art Lisle Elementary School will always be one of my most prized educational experiences.

It has been my distinct privilege and pleasure working in such a top-notch, student-centered district as Lisle 202. I will always be grateful for the opportunity and experience granted to me for nearly nine years. Thank you so very much.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen Dineen-Hendricks". The signature is written in dark ink and is positioned above the printed name.

Kathleen Dineen-Hendricks

**Lisle Community Unit School District 202**  
**Administrative Contract**  
**Lisle Elementary School – Assistant Principal**

**THIS CONTRACT** is made this 1<sup>st</sup> day of July, 2022, by and between the BOARD OF EDUCATION OF LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202, DUPAGE COUNTY, ILLINOIS (the “BOARD”), and Kathleen Dineen-Hendricks (“ASSISTANT PRINCIPAL”), and has been approved at the meeting of the BOARD held on December 20, 2021.

**IT IS AGREED:**

1. **EMPLOYMENT** - The ASSISTANT PRINCIPAL is hereby hired and retained from July 1, 2022, for twenty-eight (28) work days to be scheduled by the Superintendent or designee, as a Building Level Administrator of Lisle Community Unit School District 202, DuPage County, Illinois.

2. **DUTIES** - The duties and responsibilities of the ASSISTANT PRINCIPAL shall be those incidental to the office of the ASSISTANT PRINCIPAL, those set forth in the job description established by the BOARD, and contained in Board policies as adopted, which may be amended from time to time, those obligations imposed by the laws of the State of Illinois upon the ASSISTANT PRINCIPAL, and to perform other professional duties customarily performed by an Assistant Principal as from time to time may be assigned to the ASSISTANT PRINCIPAL by the BOARD, or the Superintendent. The BOARD reserves the right to reassign the ASSISTANT PRINCIPAL to different duties from time to time during the term of this Contract, without notice, a hearing or loss of pay.

3. **SALARY** - In consideration of an annual salary of Ninety-Eight Thousand, Six Hundred Seventy-One Dollars (\$98,671) for the period of July 1, 2022, through June 30, 2023, prorated to reflect a total work year of twenty-eight days of the 2022-2023 work year at \$493.36 per day, the ASSISTANT PRINCIPAL agrees to devote such time, skill, labor and attention to his/her employment during the term of this Contract in order to faithfully perform the duties of the ASSISTANT PRINCIPAL. Salary shall be paid in equal installments in accordance with the BOARD policy governing payment of salary to

other certificated members of the professional staff, less such amounts as provided for in this Contract, and other amounts required by law.

4. **LICENSE** - The ASSISTANT PRINCIPAL shall furnish to the BOARD, during the term of this Agreement, a valid, appropriate, and properly registered license to act as an Assistant Principal, in accordance with the laws of the State of Illinois and as directed by the BOARD.

5. **TRANSPORTATION** - As a condition of employment, the ASSISTANT PRINCIPAL is required to have a personally owned automobile or other vehicle for use in his/her duties. The ASSISTANT PRINCIPAL will bear all costs associated with the upkeep and maintenance of said vehicle including, but not limited to, license, sticker fees, fuel, repairs, parking, tolls and insurance. The BOARD will reimburse the ASSISTANT PRINCIPAL during the term of this Contract for necessary business travel mileage at the then-applicable IRS reimbursement rate upon submission of appropriate substantiation of those expenses by the ASSISTANT PRINCIPAL.

6. **TERMINATION OF CONTRACT** - This Contract may be terminated prior to its expiration date by:

- A. Mutual agreement of the parties.
- B. Discharge for any conduct, act, or failure to act by the ASSISTANT PRINCIPAL which is detrimental to the best interests of the District. Reasons for discharge will be given in writing to the ASSISTANT PRINCIPAL, who shall be entitled to notice and a hearing before the BOARD to discuss those causes. If the ASSISTANT PRINCIPAL chooses to be accompanied by legal counsel, she shall bear any costs therein involved. The BOARD hearing shall be conducted in closed session.
- C. Failure to comply with the terms and conditions of this Contract.
- D. The ASSISTANT PRINCIPAL'S permanent disability or incapacity.

Nothing herein will prohibit the BOARD from suspending the ASSISTANT PRINCIPAL without pay when the performance of the ASSISTANT PRINCIPAL is justifiably questioned, pending the outcome of any inquiry.

7. **FRINGE BENEFITS** - The ASSISTANT PRINCIPAL will receive those benefits set forth in the Lisle Community Unit School District No. 202 Administrative Compensation Plan, as amended from time to time.

8. **NOTICE** - Any notice or communication permitted or required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

*If to the BOARD, to:*

**BOARD OF EDUCATION**  
Lisle Community Unit School Dist. No. 202  
5211 Center Ave.  
Lisle, IL 60532

*If to the ASSISTANT PRINCIPAL, to:*

**KATHLEEN DINEEN-HENDRICKS**  
At the last address of the ASSISTANT PRINCIPAL contained in official Business Office records of the BOARD.

9. **MISCELLANEOUS** -

- A. This Contract has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the test of this Contract, the text shall control.
- C. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
- D. This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements,

and communications between the parties concerning such subject matter, whether oral or written.

- E. This Contract shall be binding upon and inure to the benefit of the ASSISTANT PRINCIPAL and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Contract shall be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- H. The BOARD retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Contract shall continue to have its intended full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Contract to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

ADMINISTRATOR

BOARD OF EDUCATION OF  
LISLE COMMUNITY UNIT SCHOOL  
DISTRICT NO. 202,  
DUPAGE COUNTY, ILLINOIS

\_\_\_\_\_  
Administrator's Signature

By: \_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary

**For Action**

**Lisle Community Unit School District 202  
Board Of Education Meeting  
December 20, 2021**

**SUBJECT:** Approval of Certified Leave of Absence Request.

**BACKGROUND:** A certified staff member has submitted a request for FMLA.

**RECOMMENDATION:** The Administration recommends approval of the request.

**SUGGESTED MOTION:** That the Board of Education approves the FMLA request of:

Stephanie Slade, Elementary School Teacher, has requested approximately 4 weeks of FMLA at the end of the 2021-2022 school year. She plans on returning at the beginning of the 2022-2023 school year.

**For Action**

**Lisle Community Unit School District 202  
Board Of Education Meeting  
December 20, 2021**

**SUBJECT:** Approval of Classified Leave of Absence Request.

**BACKGROUND:** A Classified staff member has submitted a request for FMLA.

**RECOMMENDATION:** The Administration recommends approval of the request.

**SUGGESTED MOTION:** That the Board of Education approves the FMLA request of:

Stacy Weeks, Library Resource Center Aide at Lisle Elementary School, has requested 10 weeks of unpaid leave to complete her student teaching requirements for her degree. The dates of the leave are January 10, 2022 through March 18, 2022. She plans to return to her position immediately following her leave.

Dear Lisle 202 Board of Education,

I am writing to request a leave of absence from my paraprofessional library assistant position from January 10th, 2022 to March 18th, 2022. I plan to return to my regular duties at Lisle Elementary School on March 21, 2022.

Sincerely,

*Stacey Weeks*

Stacey Weeks

**FOR ACTION**

**Lisle Community Unit School District 202  
Board Of Education Meeting  
December 20, 2021**

**SUBJECT:** Approval of Classified Employment.

**BACKGROUND:** The Administration is pleased to recommend the employment of the classified candidate as outlined by the Administrative recommendation included in your packet.

**FINANCIAL IMPACT:** These positions are budgeted for FY 2022.

**RECOMMENDATION:** Approval of employment.

**SUGGESTED MOTION:** That the Board of Education approve the employment of:

Cynthia Dodge, Inclusion Aide at Lisle Senior High School, is placed at a step 10 (\$ 17.34/hr).

Janet Ducharme, Lunch Supervisor at Lisle Elementary School, is placed at the standard rate of \$16.89/hr.

<b>Name</b>	<b>School</b>	<b>Placement</b>	<b>Salary</b>
Dodge, Cynthia	LSHS	Step 10	\$ 17.34/hr.
Ducharme, Janet	LES	NA	\$ 16.89/hr.

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202

RECOMMENDATION FOR NEW EMPLOYEE

CLASSIFIED SUPPORT PERSONNEL

DATE: 12/6/2021 RECOMMENDED BY: Jen Zimmerman

POSITION A. TO BE FILLED: Paraprofessional

POSITION B. TO BE FILLED: \_\_\_\_\_

Grant Program:  Yes  No

If "Yes"  Reading Improvement  Title I  Other (specify)

REPLACING: Sasha Kucera NEW POSITION: \_\_\_\_\_

NAME OF RECOMMENDED INDIVIDUAL: Cynthia Dodge

COLLEGE/MAJOR: Milikin University - Biology; NIU - Secondary Ed; Benedictine University- LBS1 Endorsement

PRIOR EXPERIENCE: Cynthia has been a paraprofessional at the high school at Glenbard South for almost 10 years. Most recently, she was a Special Education Teacher in Arizona. She holds an LBS1 Endorsement.

START DATE: ASAP BOARD APPROVAL DATE: 12/20/2021

RECOMMENDED SALARY SCHEDULE PLACEMENT: Step 10 (\$17.34/hr.)

FULL TIME EQUIVALENCY: 1.0 CONTRACTED DAYS 176

BACKGROUND INFORMATION: Cynthia has been a paraprofessional at Glenbard South for almost 10 years. Her educational background will make an excellent addition to the high school.

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LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202

RECOMMENDATION FOR NEW EMPLOYEE

CLASSIFIED PERSONNEL

DATE: 12-9-21 RECOMMENDED BY: Kathy Dineen-Hendricks

POSITION A. TO BE FILLED: LES Lunchroom Supervisor

Grant Program:  Yes  No

If "Yes"  Reading Improvement  Title I  Other (specify)

REPLACING: \_\_\_\_\_ NEW POSITION: \_\_\_\_\_

NAME OF RECOMMENDED INDIVIDUAL: Janet Ducharme

COLLEGE/MAJOR: Hinsdale South High School

PRIOR EXPERIENCE: Mrs. Ducharme has worked for Aramark in the Lisle School District since 2005. She has served as the lead at Schiesher, prepping meals and serving our students.

START DATE: \_\_\_\_\_ BOARD APPROVAL DATE: 12/20/2021

RECOMMENDED SALARY SCHEDULE PLACEMENT: \$16.89/hr.

FULL TIME EQUIVALENCY: N/A CONTRACTED DAYS N/A

BACKGROUND INFORMATION: Mrs. Ducharme has been a part of the Aramark program for 16 years working in Lisle Schools. She as been with Tate Woods and Schiesher Elementary Schools for several years prior to moving to Lisle Elementary School. The years that she spent with our students has enables Mrs. Ducharme to get to know our students and build some relationships.

(Attach additional information if necessary)

**FOR ACTION**

**Lisle Community Unit School District 202  
Board Of Education Meeting  
December 20, 2021**

**SUBJECT:** Acceptance of Classified Resignation.

**BACKGROUND:** A resignation has been received from a Classified Employee

**FINANCIAL IMPACT:** This position has been included in the FY 22 budget and will be filled accordingly.

**RECOMMENDATION:** Acceptance of Resignation.

**SUGGESTED MOTION:** That the Board of Education accepts the resignation of:

Bonnie Ratzler, Inclusion Aide at Lisle Junior High School, is resigning on January 10, 2022.

My last day at Lisle Junior High School will be January 10th 2022.

Bonnie Ratzer

Bonnie Ratzer

**FOR ACTION**

**Lisle Community Unit School District 202  
Board Of Education Meeting  
December 20, 2021**

**SUBJECT:** Acceptance of Extra-Duty Resignation.

**BACKGROUND:** A resignation has been received from an Activity Sponsor.

**FINANCIAL IMPACT:** This position has been included in the FY 22 budget and will be filled accordingly.

**RECOMMENDATION:** Acceptance of Resignation.

**SUGGESTED MOTION:** That the Board of Education accepts the resignation of:

April Sanko, Assistant Boys' Tennis Coach at Lisle High School. She has resigned effective December 7, 2021.

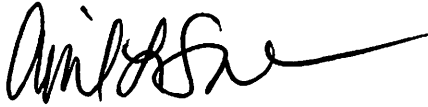
<b>Name</b>	<b>School</b>	<b>Placement</b>	<b>Effective Date</b>
Sanko, April	LSHS	Asst. Boys' Tennis Coach	12/07/2021

December 7, 2021

Dear Mr. Marcum,

I am writing this letter with an intent to resign from the boys' tennis assistant coach position. I have really enjoyed working with the tennis program and it was not my intention to leave the program. However, by the request of the head coach, I am resigning from my current position in order to alleviate an awkward setting for the players as well as myself. Thank you for giving me an opportunity to work with the boys tennis team for the past three years.

Sincerely,

A handwritten signature in black ink, appearing to read 'April Sanko', with a long horizontal flourish extending to the right.

April Sanko

**FOR ACTION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
December 20, 2021**

**SUBJECT:** 2021 Real Estate Tax Levy

**BACKGROUND DATA:** Annually the Board of Education sets a tax levy that provides the District with approximately 85% of its total revenue. The Property Tax Extension Limits Law (PTELL) limits the amount the tax levy extension can increase over the prior year's levy. Three factors determine the allowable tax growth under the PTELL laws: 1) amount of the prior year's tax extension 2) the increase in the Consumer Price Index (1.4% for 2020) and 3) new construction.

The first two items above are known when approving the levy. The new construction figure will not be finalized by the County Clerk until March 2022. Based on preliminary information from the Township Assessor, the Administration has estimated the new construction at \$884,000. The extension request is slightly higher than what the actual extension will be due to the fact the new property values are unknown at this time. Once the new construction numbers are finalized, the County Clerk will lower the tax levy to reflect the final figure.

The Board of Education established the Tentative 2021 Real Estate Tax Levy for capped funds at \$31,600,000 during the November meeting. The levy request in the final resolution remains the same. The distribution to the individual funds is as follows:

Educational	\$ 21,790,000
Operations & Maintenance	\$ 2,900,000
Transportation	\$ 700,000
Working Cash	\$ 5,000
Municipal Retirement	\$ 440,000
Social Security	\$ 460,000
Tort Immunity	\$ 5,000
Special Education	<u>\$ 5,300,000</u>
Total Capped Funds	<u>\$ 31,600,000</u>

The bond and interest levy of \$1,496,250 was established at issuance of the Series 2019 Bonds. The bond and interest amount is levied by the County Clerk unless the District files a tax abatement by March 31, 2022. Any abatement of the Bond and Interest Levy requires a resolution of the Board that is filed separately with the County Clerk. If directed by the Board during the first quarter of 2022, the Administration will prepare a separate action item to abate the bond and interest levy and transfer resources from the Education Fund to make the required payments.

**FINANCIAL IMPACT:** Adoption of the tax levy will set the basis for the County Clerk in determining the amount of dollars the District could receive from 2021 real estate taxes.

**RECOMMENDATION:** That the Board adopt the resolution for the 2021 tax levy as presented.

**SUGGESTED MOTION:** That the Board of Education adopt the 2021 Real Estate Tax Levy Resolution. In addition, the Board directs Administration to provide them information on possible tax abatement of the Bond and Interest Levy, before March 31, 2022.

2021 REAL ESTATE TAX LEVY RESOLUTION

WHEREAS the Board of Education of Lisle Community Unit School District No. 202, DuPage County, Illinois is authorized to levy taxes for specific purposes as defined in The School Code of Illinois; and

WHEREAS the Board of Education of Lisle Community Unit School District No. 202 has determined that the following amounts are required to be levied for the 2021 Tax Year:

Educational	\$ 21,790,000
Operations and Maintenance	\$ 2,900,000
Transportation	\$ 700,000
Working Cash	\$ 5,000
Municipal Retirement	\$ 440,000
Social Security	\$ 460,000
Tort Immunity	\$ 5,000
Special Education	<u>\$ 5,300,000</u>
 Total Capped Funds	 <u>\$ 31,600,000</u>

THEREFORE, said amounts shall be certified to the County Clerk of DuPage County as the sums being required to be levied for the specific purposes stated above.

Members Voting Aye:

Members Voting Nay:

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Dated this 20<sup>th</sup> day of December, 2021

\_\_\_\_\_  
Daniel Helderle, Board of Education President

\_\_\_\_\_  
Eunice McConville, Board of Education Secretary

ILLINOIS STATE BOARD OF EDUCATION

School Business Services Department
(217) 785-8779

Original: [X]
Amended: [ ]

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

Table with 3 columns: District Name (Lisle Community Unit School District 202), District Number (19-022-2020-026), County (DuPage)

Amount of Levy

Table listing various levy categories and amounts: Educational (\$21,790,000), Operations & Maintenance (\$2,900,000), Transportation (\$700,000), Working Cash (\$5,000), Municipal Retirement (\$440,000), Social Security (\$460,000), Fire Prevention & Safety (\$0), Tort Immunity (\$5,000), Special Education (\$5,300,000), Leasing (\$0), Other (\$0), Other (\$0), Total Levy (\$31,600,000)

\* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 21,790,000 dollars to be levied as a special tax for educational purposes; and
the sum of 2,900,000 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 700,000 dollars to be levied as a special tax for transportation purposes; and
the sum of 5,000 dollars to be levied as a special tax for a working cash fund; and
the sum of 440,000 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 460,000 dollars to be levied as a special tax for social security purposes; and
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
the sum of 5,000 dollars to be levied as a special tax for tort immunity purposes; and
the sum of 5,300,000 dollars to be levied as a special tax for special education purposes; and
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_
on the taxable property of our school district for the year 2021.

Signed this 20th day of December 20 21 (President)

(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them.

Number of bond issues of said school district that have not been paid in full 1

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 202, DuPage County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2021, was filed in the office of the County Clerk of this County on \_\_\_\_\_.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2021, is \$ \_\_\_\_\_.

(Signature of County Clerk)

DuPage (County)

(Date)

**LISLE COMMUNITY UNIT SCHOOL DISTRICT #202**  
**FINANCIAL REPORT**  
**November 2021**

	Total All Funds	Educational	Operations & Maintenance	Debt Services	Transportation	IMRF/Social Security		Capital Projects	Working Cash	Tort
						IMRF	Social Security			
BEGINNING FUND BALANCE w/o STUDENT ACTIVITY FUNDS	19,784,067.95	10,560,729.31	1,108,228.32	1,179,071.51	2,409,079.26	233,247.49	279,273.35	3,205,227.47	809,211.24	0.00
<b>REVENUES</b>										
JULY	16,892,618.57	14,071,368.94	1,505,457.27	266,034.36	571,203.30	231,598.40	242,031.29	45.28	2,445.58	2,434.15
AUGUST	4,095,753.07	3,417,330.07	363,028.87	62,531.14	140,357.23	54,430.91	56,883.28	36.80	582.73	572.04
SEPTEMBER	11,166,392.70	9,354,569.88	999,048.66	165,266.90	350,208.21	143,869.54	150,354.84	12.83	1,549.77	1,512.07
OCTOBER	2,299,044.39	815,512.67	49,851.38	4,317.20	171,520.17	3,732.80	3,902.72	1,250,098.96	69.47	39.02
NOVEMBER	572,812.28	514,733.20	38,395.06	4,089.37	8,111.74	3,531.58	3,692.57	152.97	68.88	36.91
DECEMBER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JANUARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEBRUARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MARCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APRIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUNE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>SUB-TOTAL</b>	<b>35,026,621.01</b>	<b>28,173,514.76</b>	<b>2,955,781.24</b>	<b>502,238.97</b>	<b>1,241,400.65</b>	<b>437,163.23</b>	<b>456,864.70</b>	<b>1,250,346.84</b>	<b>4,716.43</b>	<b>4,594.19</b>
<b>EXPENDITURES</b>										
JULY	1,278,025.88	262,893.56	262,197.00	260,125.00	12,041.64	38,088.00	35,900.00	404,346.53	0.00	2,434.15
AUGUST	2,998,266.40	2,655,824.12	219,840.55	0.00	968.02	39,393.30	36,689.97	44,978.40	0.00	572.04
SEPTEMBER	2,783,818.48	2,256,670.55	237,107.23	0.00	100,362.57	42,661.36	41,174.71	104,329.99	0.00	1,512.07
OCTOBER	4,032,398.18	3,474,052.98	217,101.84	0.00	252,495.05	40,928.49	41,180.80	6,600.00	0.00	39.02
NOVEMBER	2,924,029.43	2,441,122.57	219,533.83	0.00	179,247.45	40,344.04	41,622.73	2,121.90	0.00	36.91
DECEMBER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JANUARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEBRUARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MARCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APRIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUNE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>SUB- TOTAL</b>	<b>14,016,538.37</b>	<b>11,090,563.78</b>	<b>1,155,780.45</b>	<b>260,125.00</b>	<b>545,114.73</b>	<b>201,415.19</b>	<b>196,568.21</b>	<b>562,376.82</b>	<b>0.00</b>	<b>4,594.19</b>
ENDING FUND BALANCE w/o STUDENT ACTIVITY FUNDS	40,794,150.59	27,643,680.29	2,908,229.11	1,421,185.48	3,105,365.18	468,995.53	539,569.84	3,893,197.49	813,927.67	0.00
LIABILITIES	67,508.95	7,408.95	60,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDING LIABILITY & FUND BALANCE	40,861,659.54	27,651,089.24	2,968,329.11	1,421,185.48	3,105,365.18	468,995.53	539,569.84	3,893,197.49	813,927.67	0.00

**LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202**  
**MONTHLY TREASURER'S REPORT**  
**November 30, 2021**

	Total All Funds	Educational	Operations & Maintenance	Debt Services	Transportation	IMRF/Social Security		Capital Projects	Working Cash	Tort
						IMRF	Social Security			
<b>ISDLAF+/PMA - 101 ACCOUNT</b>										
11/1/21 LIQ Beginning Balance (1121)	1,144,065.03	(620,212.41)	68,402.84	117,711.62	27,222.17	4,314.16	10,042.03	1,468,780.34	67,804.28	-
Monthly Transactions	(387,365.72)	(709,333.71)	(21,612.86)	82,020.36	10,393.70	(11,068.30)	(8,197.52)	223,327.12	47,105.49	-
11/30/21 LIQ Ending Balance (1121)	756,699.31	(1,329,546.12)	46,789.98	199,731.98	37,615.87	(6,754.14)	1,844.51	1,692,107.46	114,909.77	-
11/1/21 MAX Beginning Balance (1122)	30,055,513.56	21,579,218.18	2,195,080.89	922,149.59	2,352,558.28	356,503.03	403,302.24	1,717,941.80	528,759.55	-
Monthly Transactions	(3,960,052.47)	(2,583,392.36)	(305,010.29)	(143,391.35)	(332,881.88)	(49,109.12)	(56,409.29)	(405,226.72)	(84,631.46)	-
11/30/21 MAX Ending Balance (1122)	26,095,461.09	18,995,825.82	1,890,070.60	778,758.24	2,019,676.40	307,393.91	346,892.95	1,312,715.08	444,128.09	-
11/1/21 Investment Beginning Balance (1210)	11,995,150.40	8,603,525.14	885,484.15	377,234.90	896,420.44	144,990.80	164,155.73	706,044.28	217,294.96	-
Monthly Transactions	1,996,148.74	1,366,284.40	145,484.38	65,460.36	151,352.47	23,364.96	26,676.65	179,930.67	37,594.85	-
11/30/21 Investment Ending Balance (1210)	13,991,299.14	9,969,809.54	1,030,968.53	442,695.26	1,047,772.91	168,355.76	190,832.38	885,974.95	254,889.81	-
<b>Total Ending Balance - 101 Account</b>	<b>40,843,459.54</b>	<b>27,636,089.24</b>	<b>2,967,829.11</b>	<b>1,421,185.48</b>	<b>3,105,065.18</b>	<b>468,995.53</b>	<b>539,569.84</b>	<b>3,890,797.49</b>	<b>813,927.67</b>	<b>-</b>
<b>OTHER CASH, DEPOSITS &amp; ACCOUNTS RECEIVABLE</b>										
Imprest Fund (1110)	10,800.00	10,000.00	500.00		300.00					-
Flex Spending (1150)	5,000.00	5,000.00								-
Deposits (1910)	2,400.00							2,400.00		-
11/30/21 Other Cash, Dep. & AR Ending Balance	18,200.00	15,000.00	500.00	-	300.00	-	-	2,400.00	-	-
<b>Total Cash, Investments &amp; Deposits</b>	<b>40,861,659.54</b>	<b>27,651,089.24</b>	<b>2,968,329.11</b>	<b>1,421,185.48</b>	<b>3,105,365.18</b>	<b>468,995.53</b>	<b>539,569.84</b>	<b>3,893,197.49</b>	<b>813,927.67</b>	<b>-</b>



David Wilkinson, Treasurer

12/13/21

Date

**FOR INFORMATION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
December 20, 2021**

**SUBJECT:** Post-Issuance Tax Compliance Report

**BACKGROUND DATA:** In December 2015 the District issued \$3,345,000 General Obligation Limited Tax Refunding School Bonds. As part of the Bond Parameters Resolution for the issue, the District adopted a Bond Record Keeping Policy to monitor tax compliance requirements related to the tax-exempt status of the Bonds. The Policy establishes due diligence practices and sets responsibility upon a Compliance Officer should the Internal Revenue Service (IRS) contact the District. In the event the IRS audits the Bonds or makes an inquiry related to the Bonds, the District has the burden of proof to demonstrate the entitlement to tax exemption. Adopting, maintaining and complying with adequate record keeping policies will help the District answer IRS questions.

The Policy requires the Compliance Officer (designated as the Director of Finance in the Policy) to annually review the applicable records and report his findings to the Board of Education of the District. The report reviews the District's contracts and records to determine whether the Tax Advantaged Obligations comply with the applicable federal tax requirements. Attached is the Post-Issuance Tax Compliance Report that fulfills this requirement.

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF DUPAGE        )

**POST-ISSUANCE TAX COMPLIANCE REPORT**

To: Board of Education of Community Unit School District Number 202, DuPage County, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the “*Policy*”) adopted by the Board of Education (the “*Board*”) of Community Unit School District Number 202, DuPage County, Illinois (the “*District*”), on the 16th day of November, 2015, I have prepared a report reviewing the District’s contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District’s compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “IRS”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 20th day of December, 2021.

By   
Compliance Officer

**FOR DISCUSSION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
December 20, 2021**

**SUBJECT:** Lisle Elementary School Improvement Plan

**BACKGROUND DATA:** The Lisle Elementary School Administration will provide a brief overview of the academic achievements from the past school year and the School Improvement Plans for the current school year.

Link to the presentation materials can be found [HERE](#)



# Lisle in comparison to Illinois and the Nation

# How i-Ready calculates scores...

i-Ready's placements are an indication of what students are expected to know at each grade level. The mid on-grade placement refers to students who may be considered proficient for their grade. **In the fall, many students place below grade level.**

■ Mid On-Grade or Above: Students who have met the minimum requirements for the expectations of college- and career-ready standards in their grade level.

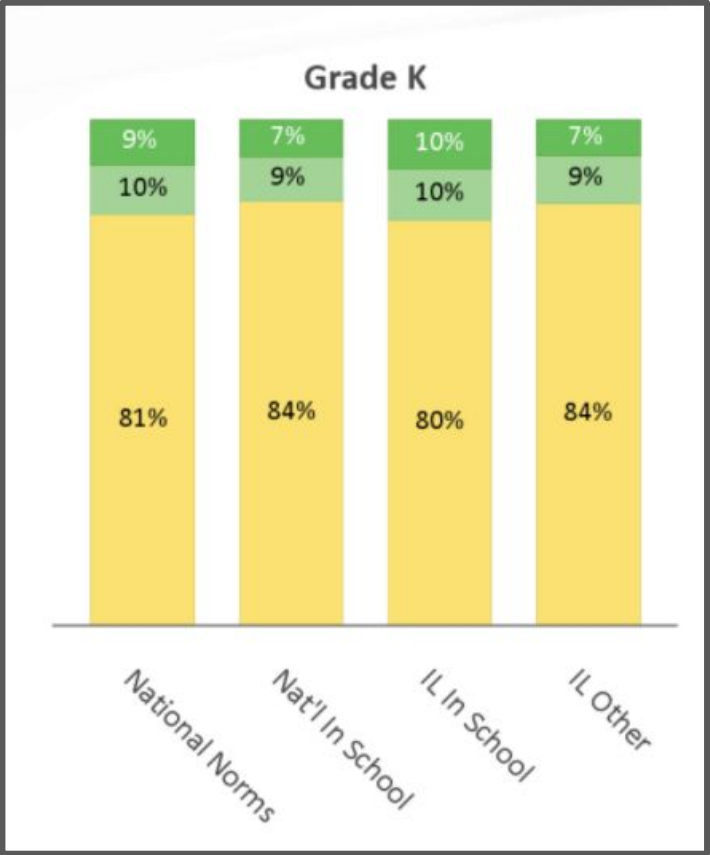
■ Early On-Grade: Students who have only partially met these grade-level expectations.

■ 1 Grade Below: Students placed one year below grade-level.

■ 2 Grades Below: Students placed two years below grade-level.

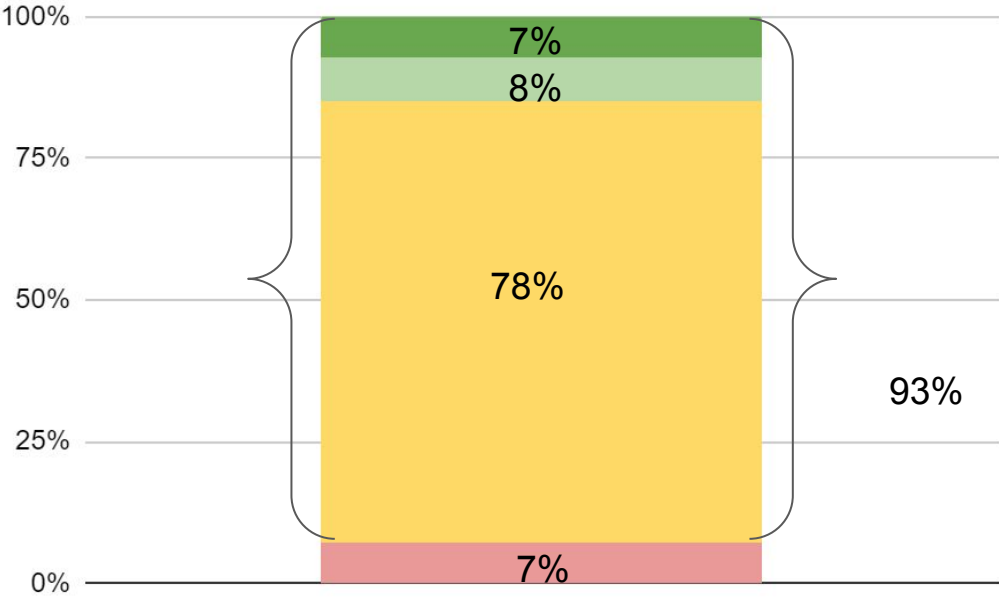
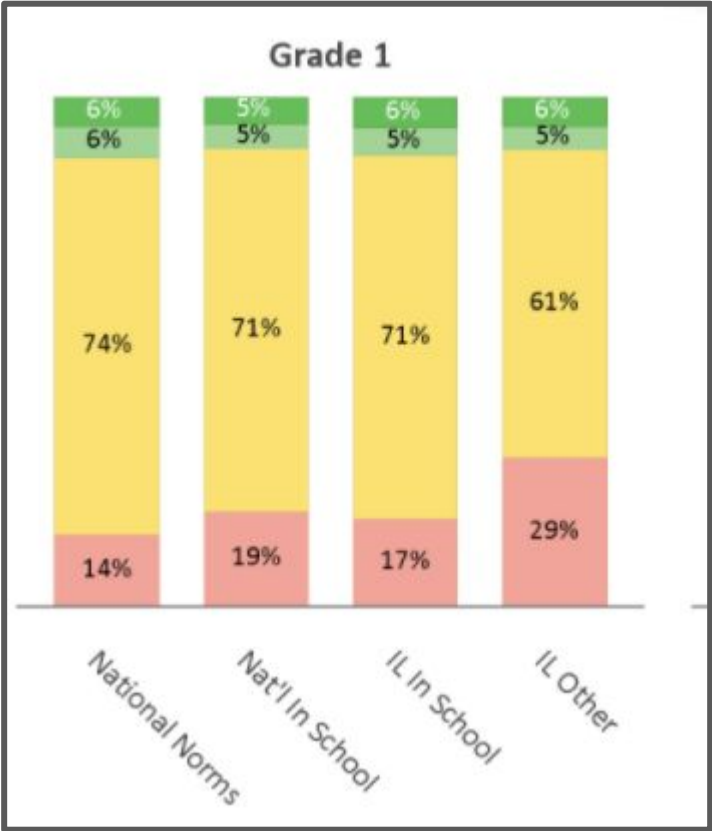
■ 3+ Grades Below: Students placed three or more years below grade-level.

# Math-K



\* National norms are based on results from the '18-'19 school year.

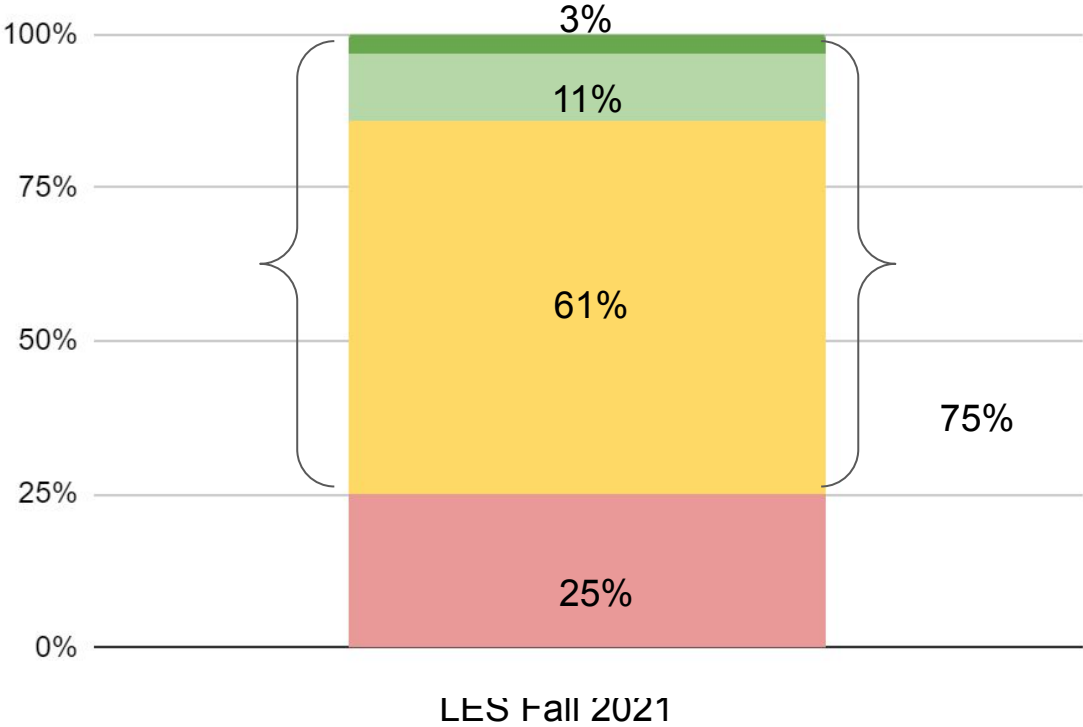
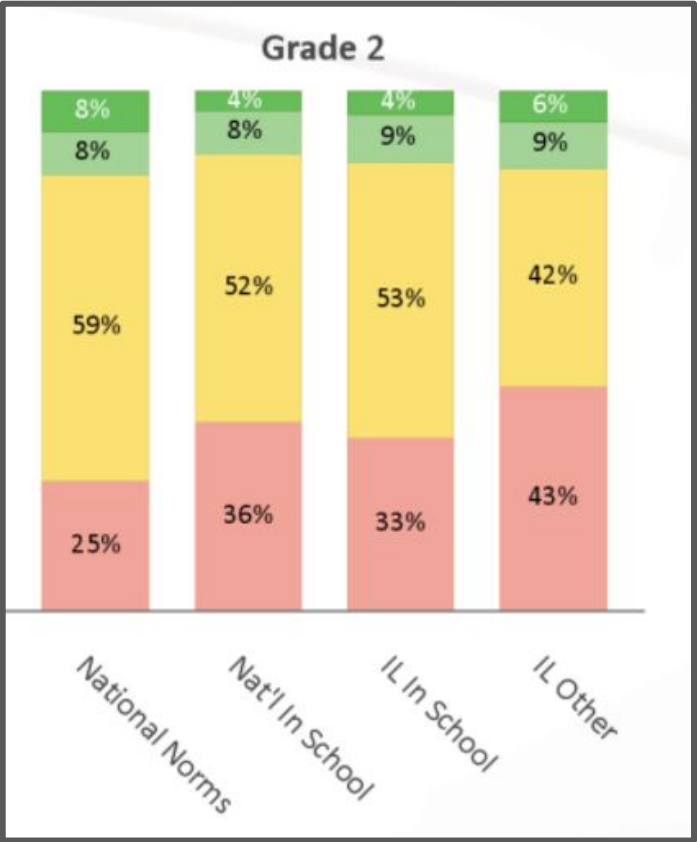
# Math-1st



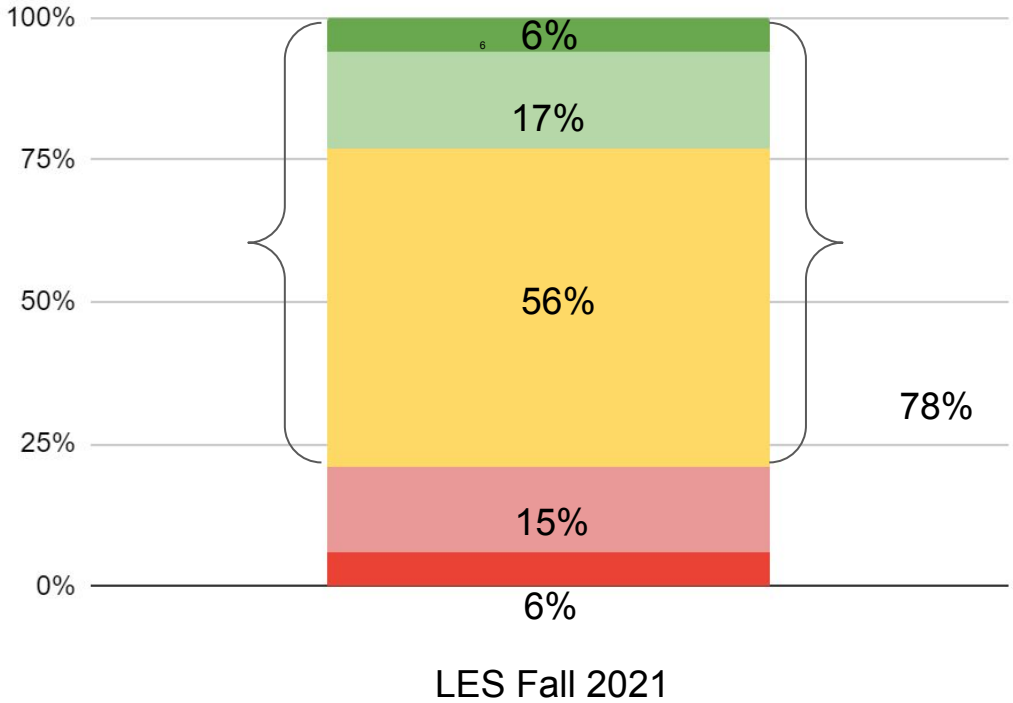
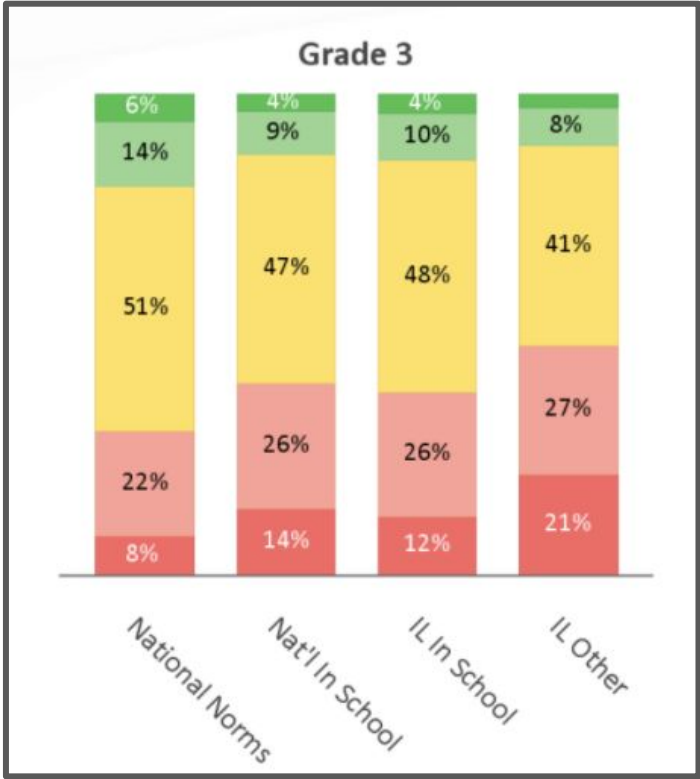
LES Fall 2021

\* National norms are based on results from the '18-'19 school year.

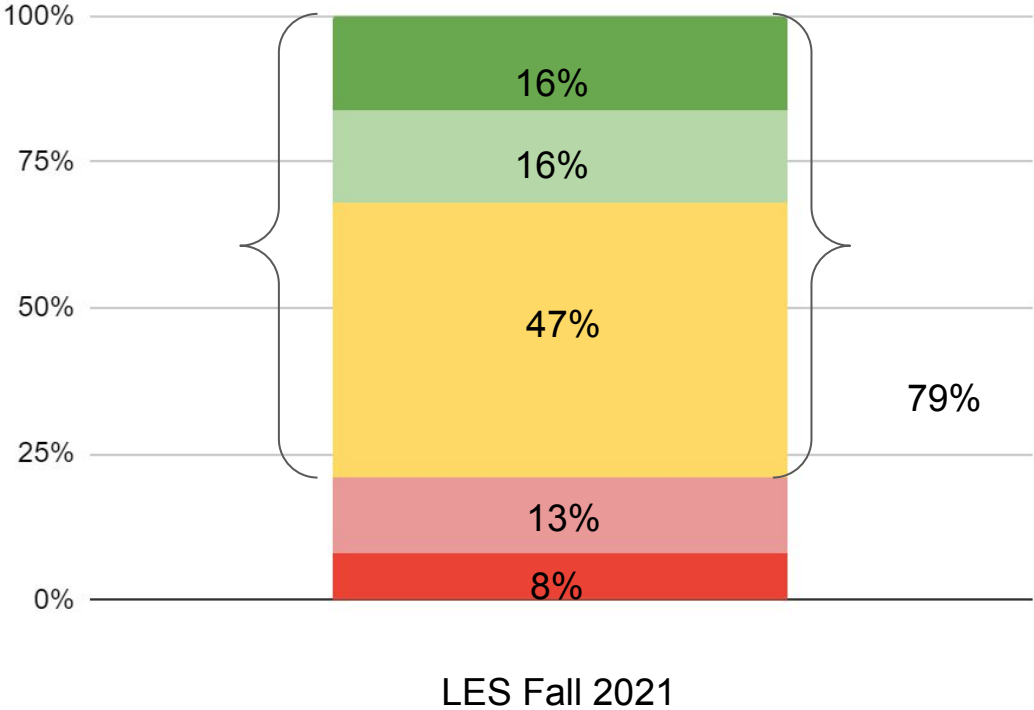
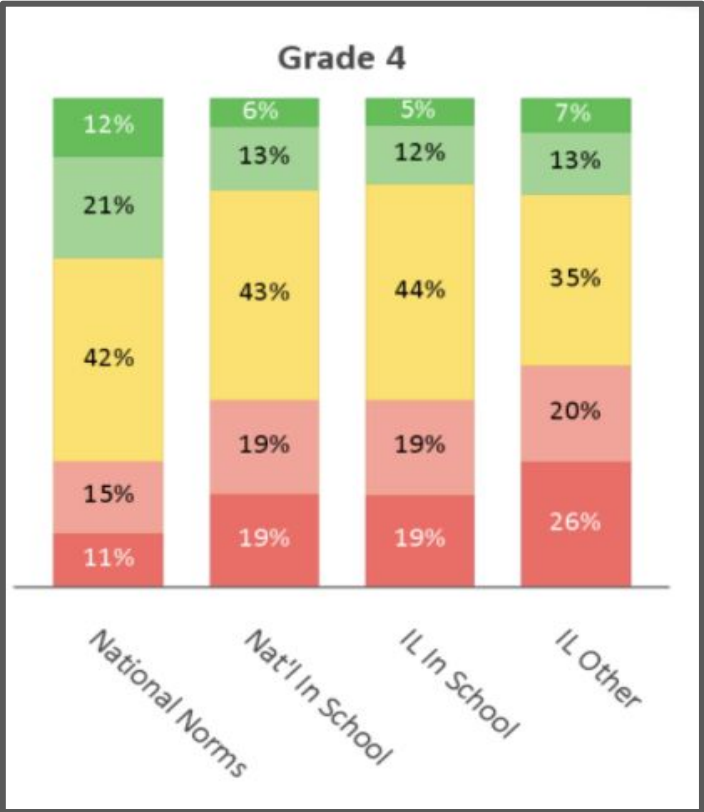
# Math-2nd



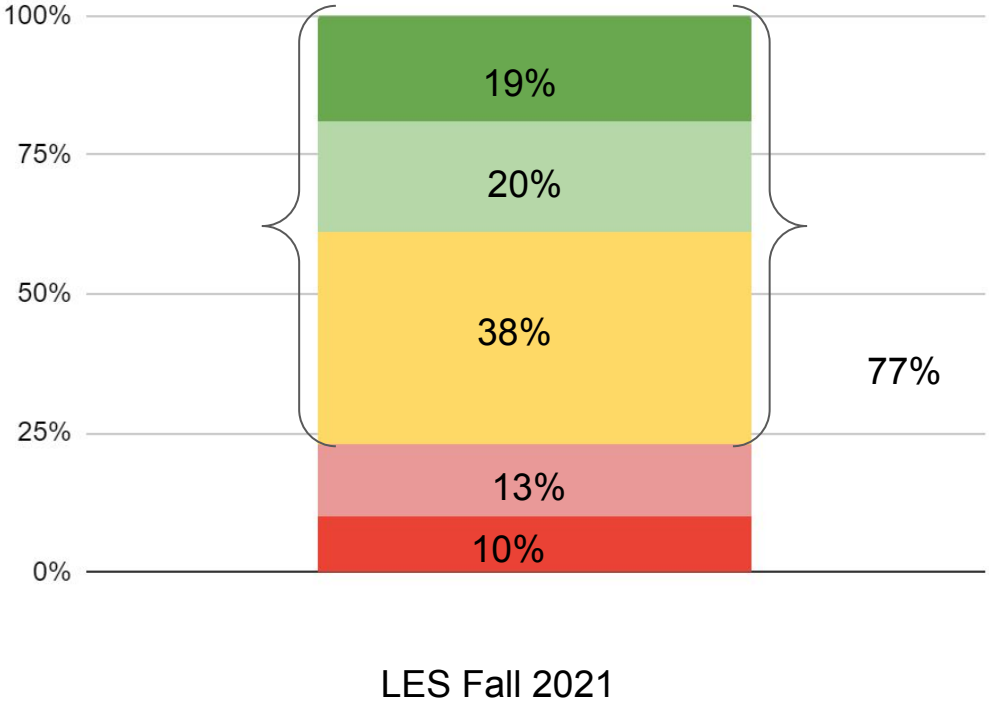
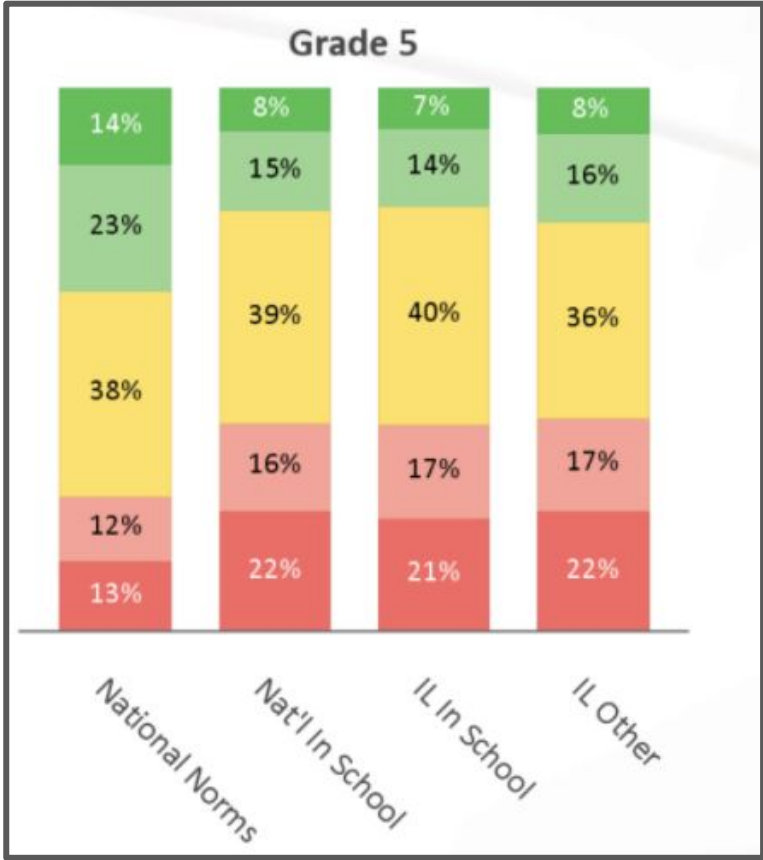
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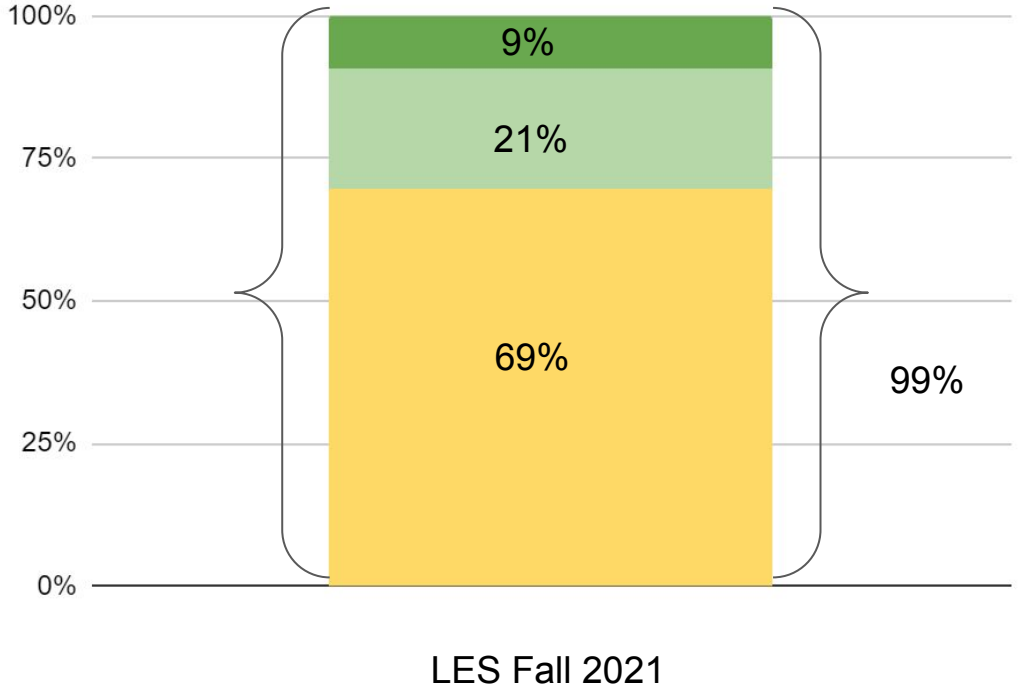
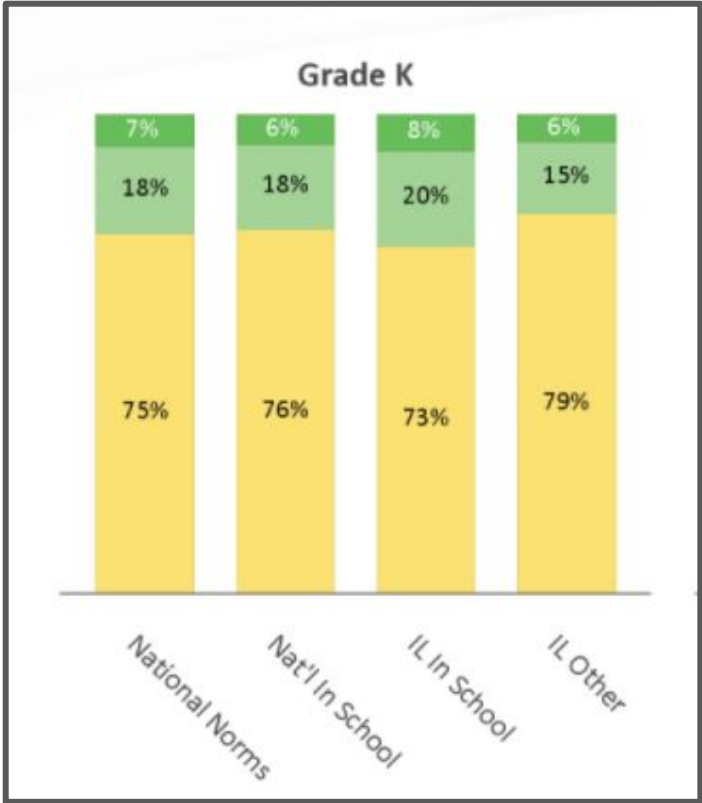
# Math-4th



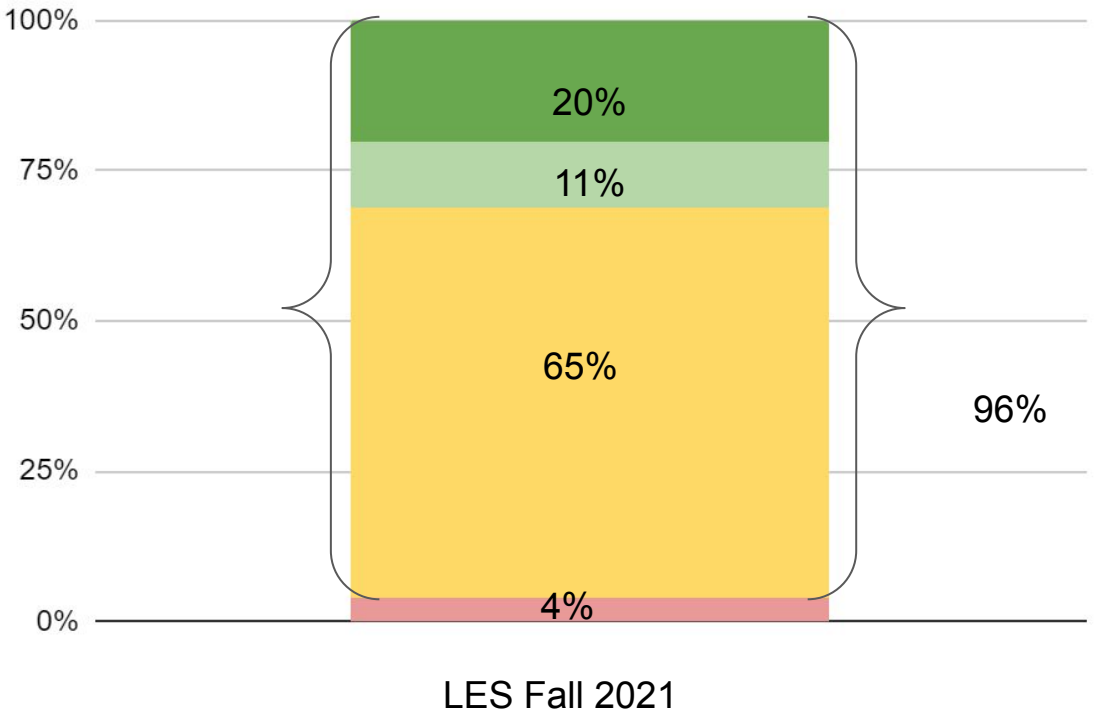
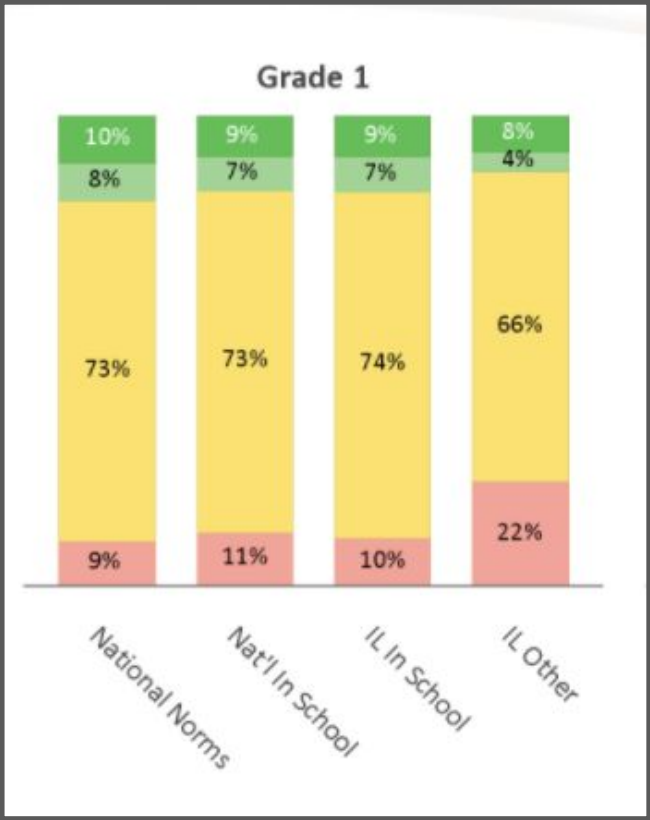
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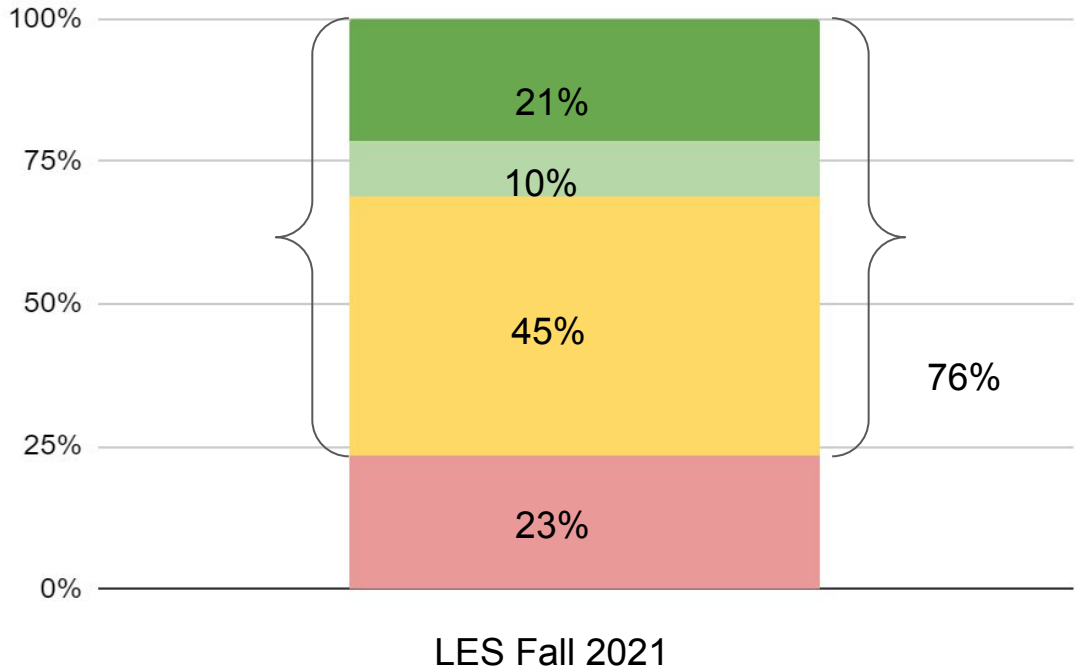
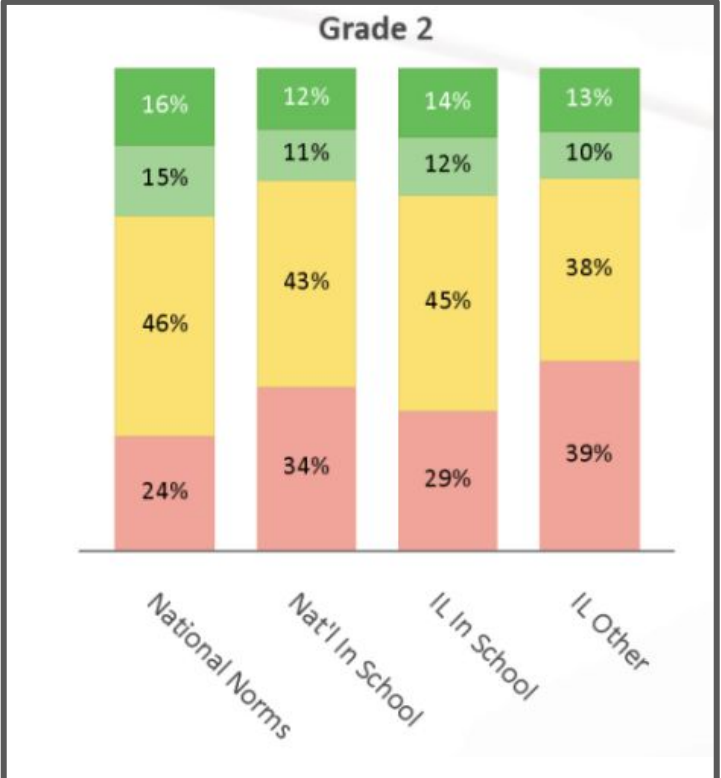
# Reading-K



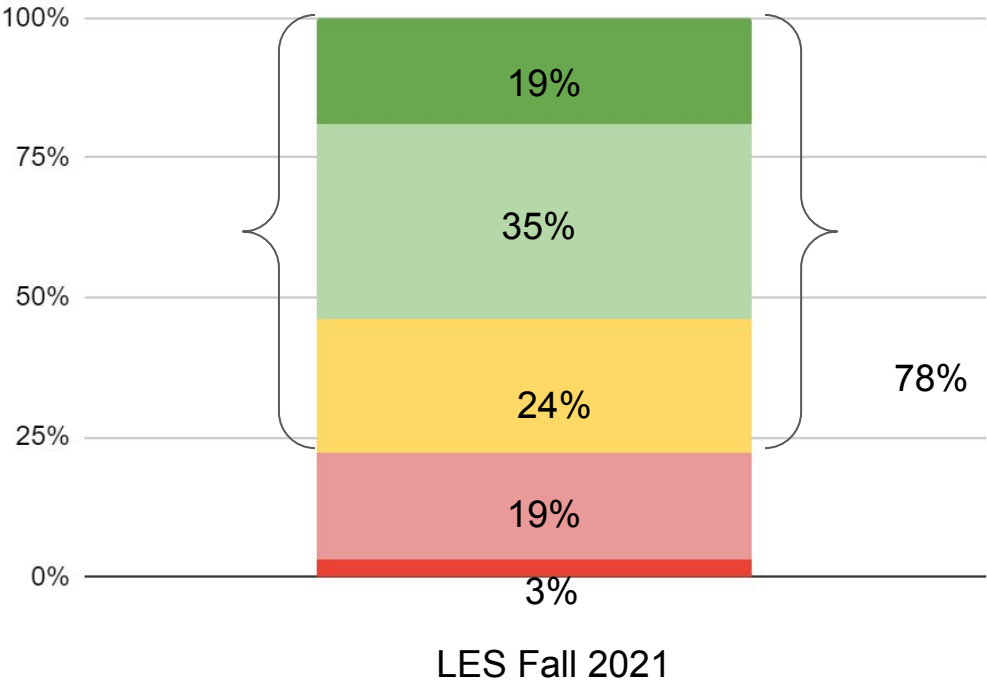
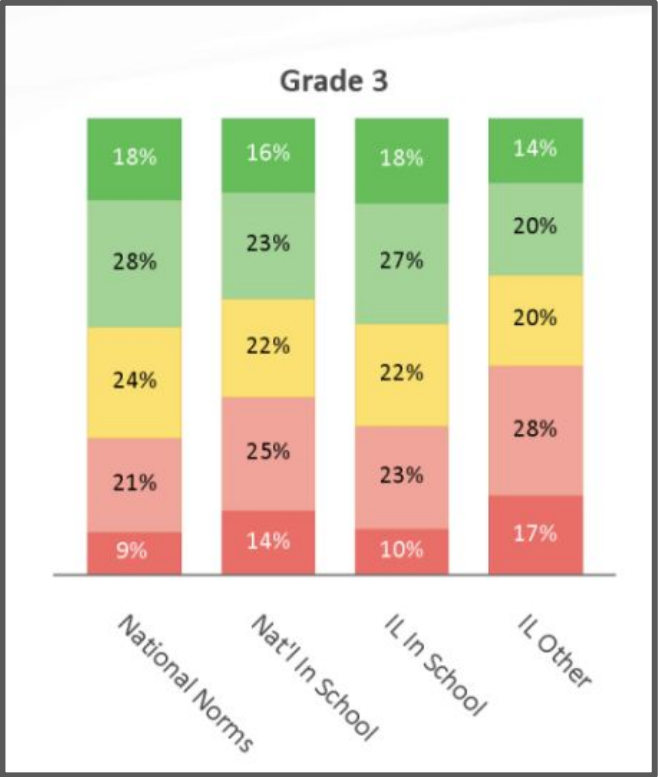
# Reading-1st



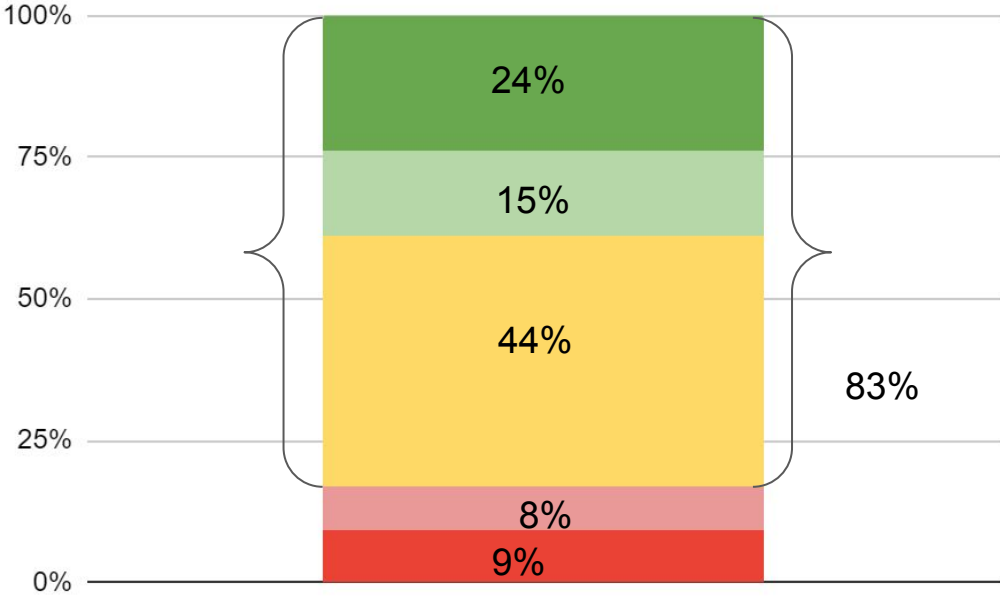
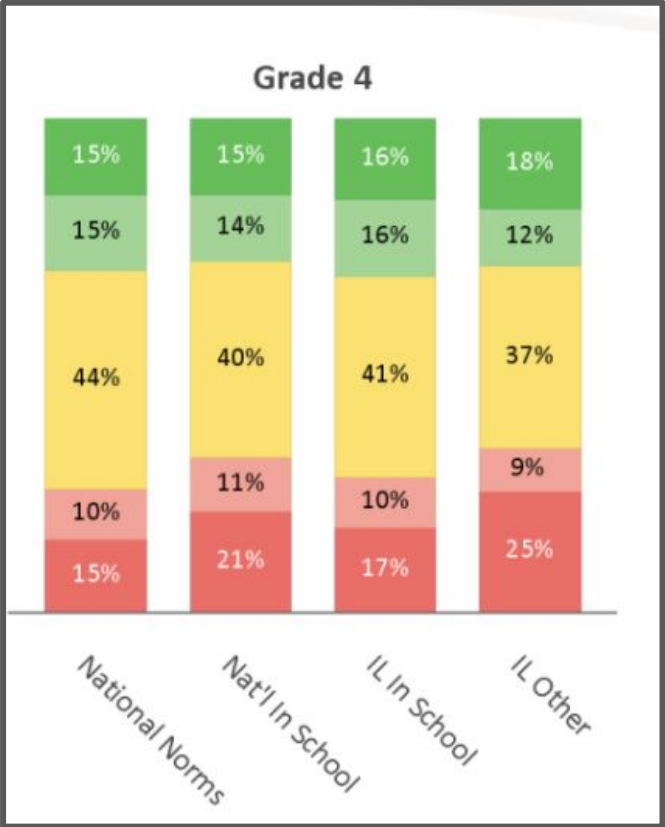
# Reading-2nd



# Reading-3rd

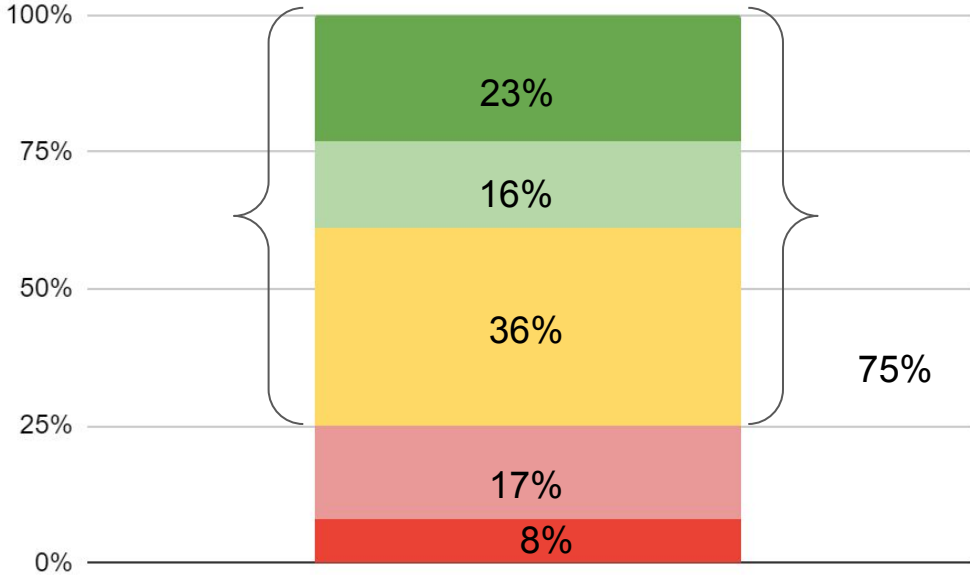
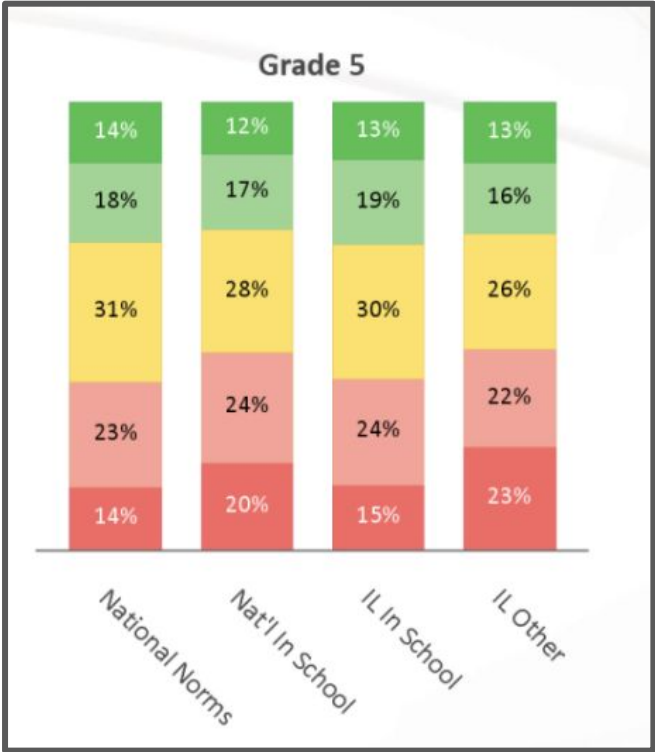


# Reading-4th



LES Fall 2021

# Reading-5th



LES Fall 2021

**FOR DISCUSSION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
December 20, 2021**

**SUBJECT:** First Reading of Board Policies – PRESS 108

**BACKGROUND DATA:** Included in your packet is a copy of the policies scheduled for first reading by the Board. Where appropriate, in the attached policies revisions/additions are marked by **GREEN highlighted text** while proposed deletions are noted with **RED highlighted text**.

Review of Policies from PRESS Issue 108

- a. 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
- b. 2:20 Powers and Duties of the Board of Education; Indemnification
- c. 2:105 Ethics and Gift Ban
- d. 2:110 Qualifications, Term, and Duties of Board Officers
- e. 2:120 Board Member Development
- f. 2:220 Board of Education Meeting Procedure
- g. 2:260 Uniform Grievance Procedure
- h. 3:40 Superintendent
- i. 3:50 Administrative Personnel Other Than the Superintendent
- j. 3:60 Administrative Responsibility of the Building Principal
- k. 4:60 Purchases and Contracts
- l. 4:120 Food Services
- m. 4:160 Environmental Quality of Buildings and Grounds
- n. 4:170 Safety
- o. 4:175 Convicted Child Sex Offender; Screening; Notifications
- p. 5:10 Equal Employment Opportunity and Minority Recruitment
- q. 5:20 Workplace Harassment Prohibited
- r. 5:30 Hiring Process and Criteria
- s. 5:50 Drug-Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- t. 5:90 Abused and Neglected Child Reporting
- u. 5:100 Staff Development Program
- v. 5:120 Employee Ethics; conduct; and Conflict of Interest
- w. 5:125 Personal Technology and Social Media; Usage and Conduct
- x. 5:150 Personnel Records
- y. 5:185 Family and Medical Leave
- z. 5:200 Terms and Conditions of Employment and Dismissal
- aa. 5:220 Substitute Teachers
- bb. 5:250 Leaves of Absence
- cc. 5:330 Sick Days, Vacation, Holidays, and Leaves
- dd. 6:20 School Year Calendar and Day
- ee. 6:50 School Wellness
- ff. 6:60 Curriculum Content
- gg. 6:120 Education of Children with Disabilities
- hh. 6:135 Accelerated Placement Program

- ii. 6:180 Extended Instructional Programs
- jj. 6:300 Graduation Requirements
- kk. 6:340 Student Testing and Assessment Program
- ll. 7:10 Equal Educational Opportunities
- mm. 7:20 Harassment of Students Prohibited
- nn. 7:30 Student Assignment
- oo. 7:60 Residence
- pp. 7:70 Attendance and Truancy
- qq. 7:80 Release Time for Religious Instruction/Observance
- rr. 7:150 Agency and Police Interviews
- ss. 7:160 Student Appearance
- tt. 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- uu. 7:190 Student Behavior
- vv. 7:200 Suspension Procedures
- ww. 7:210 Expulsion Procedures
- xx. 7:240 Conduct Code for Participants in Extracurricular Activities
- yy. 7:250 Student Support Services
- zz. 7:260 Exemptions from Physical Education
- aaa. 7:290 Suicide and Depression Awareness Prevention
- bbb. 7:310 Restrictions on Publication; Elementary Schools
- ccc. 7:315 Restrictions on Publications; High Schools
- ddd. 7:340 Student Records
- eee. 7:345 Use of Educational Technologies; Student Data Privacy and Security
- fff. 8:100 Relations with Other Organizations and Agencies.

**FINANCIAL IMPACT:** N/A

**RECOMMENDATION:** N/A

**SUGGESTED MOTION:** N/A

# Document Status: Draft Update - New

## 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

### *New/Unpublished Section*

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse. [PRESSPlus1](#)

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
  - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
  - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
  - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;
  - b. Evidence-informed [PRESSPlus2](#) content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and
  - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs [PRESSPlus3](#) of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes: [PRESSPlus4](#)
  - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, [PRESSPlus5](#) appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
  - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
  - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing. [PRESSPlus6](#)

#### LEGAL REF.:

105 ILCS 5/10-23.13, 5/27-9.1a, and 5/27-13.2.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20

## **PRESSPlus Comments**

PRESSPlus 1. This policy is created in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, which requires districts to adopt and implement a policy addressing sexual abuse of children that includes an age-appropriate and evidence-informed curriculum for preK-12 students, evidence-informed training for school personnel on child sexual abuse, and evidence-informed educational information for parents/guardians in school handbooks. For more information, see this policy's footnotes and the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 2. Two Illinois laws address "evidence-informed." *Evidence-informed* per *Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b) and (b)(1); warning signs and *likely* warning signs are mentioned twice in the law. This policy uses likely in the purpose introduction. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). **Issue 108, November 2021**

PRESSPlus 4. This information is listed in 7:190-E2, *Student Handbook Checklist*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 5. Providing information to parents/guardians about how to recognize grooming behaviors is not in *Erin's Law*; it only addresses informing parents/guardians about the methods for increasing their awareness and knowledge of grooming behaviors. 105 ILCS 5/10-23.13(b)(1). This policy requires the district to provide information to parents/guardians about how to recognize grooming behaviors to: (1) effect the purpose of *Erin's Law*; (2) align with the intent of the following statutes: 105 ILCS 110/3 (Critical Health Problems and Comprehensive Health Education Act); 105 ILCS 5/27-9.1a(b), added by P.A. 102-552 (requires comprehensive health and safety and comprehensive sexual health education a/k/a NSES); and 105 ILCS 5/27-13.2 (educating all students to recognize and avoid sexual abuse and assault) and (3) align with the notification requirements in 105 ILCS 5/27-13.2 (parents/guardians of K-8 students prior to commencing instruction in recognizing and avoiding sexual abuse). **Issue 108, November 2021**

PRESSPlus 6. Required by 105 ILCS 5/27-13.2. See 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

## *Document Status: Draft Update*

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

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

1. Annually organizing the Board by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with Board policy and State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by [325 ILCS 5/](#), and evaluating the Superintendent.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving, when required, School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred. [PRESSPlus1](#)
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction. [PRESSPlus2](#)
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

As the corporate entity charged by law with governing a school district, each School Board sits in trust for its entire community. The obligation to govern effectively imposes some fundamental duties on the Board. The *Illinois Association of School Boards* has identified the following Foundational Principles of Effective Governance for guidance:

#### **1. The Board Clarifies the District Purpose**

As its primary task, the Board continually defines, re-defines and articulates district ends to answer the recurring question – who get what benefits for how much?

## 2. The Board Connects with the Community

The School Board engages in an ongoing two-way conversation with the entire community. The purpose of the conversation is to enable the board to hear and understand the community's educational aspirations and desires, to serve effectively as an advocate for continuous improvement, and to inform the community of the district's performance.

## 3. The Board Employs the Superintendent

The Board employs and evaluates one person – the Superintendent – and holds that person accountable for the performance of the school district. The Board delegates authority to the Superintendent for employing and evaluating district staff.

## 4. The Board Delegates Authority

The Board delegates authority to the Superintendent to manage the district and provide leadership for the staff. Such authority is communicated through written policies that designate Board ends and defines operating limits.

## 5. The Board Monitors Performance

The Board constantly monitors progress toward district ends and compliance with written Board policies.

## 6. The Board Takes Responsibility for Itself

The Board, collectively and individually, takes full responsibility for Board activity and behavior. Board deliberations and actions are limited to Board work, not staff work.

### Indemnification

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

### LEGAL REF.:

[105 ILCS 5/10](#), [5/17-1](#), [5/21B-85](#), and [5/27-1](#).

[115 ILCS 5/](#), III. Educational Labor Relations Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

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

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/21B-85(a). **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/21B-85(b). **Issue 108, November 2021**

## *Document Status: Draft Update*

### **2:105 Ethics and Gift Ban**

#### Prohibited Political Activity

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

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

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

#### Limitations on Receiving Gifts

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are

customarily provided to others in similar circumstances.

10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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

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

#### Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

#### Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, [5 LCS 430/1-5](#).

**"Political activity"** means:

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

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

“**Prohibited source**” means any person or entity who:

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

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

#### Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Superintendent shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. The investigator shall prepare a written report and submit it to the Board.

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

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

LEGAL REF.:

[105 ILCS 5/22-90 \(final citation pending\)](#), [PRESSPlus1](#)

[5 ILCS 430/](#), State Officials and Employees Ethics Act.

[10 ILCS 5/9-25.1](#), Election Interference Prohibition Act.

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

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#### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, bans high school guidance counselors from intentionally soliciting or accepting gifts from a *prohibited source*, narrowly defined as “any person who is employed by an institution of higher education or is an agent or spouse of or an immediate family member living with a person employed by an institution of higher education.” Exceptions exist for certain circumstances, e.g., gifts from a relative or based on a personal friendship. A guidance counselor does not violate this law if he or she promptly takes reasonable action to return the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity. **Issue 108, November 2021**

## Document Status: Draft Update

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

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

#### President

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

1. Preside at all regular and closed meetings other than committees;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, subject to Board approval;
4. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
5. Call special meetings of the Board;
6. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act; ~~and~~
7. Administer the oath of office to new Board members; ~~and~~
8. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30. Hiring Process and Criteria, is completed for the Superintendent. [PRESSPlus1](#)

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

The Vice President fills a vacancy in the Presidency.

#### Vice President

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

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

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

#### Secretary

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

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

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

#### Recording Secretary

The Board shall appoint a Recording Secretary for a one year term:

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

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

#### Treasurer

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

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

The Treasurer shall:

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

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

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, [5/10-21.9](#), and 5/17-1, and [5/21B-85](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (Board of Education Meeting Procedure)

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#### **PRESSPlus Comments**

PRESSPlus 1. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department. For more information, see the subhead entitled Screening in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and the subhead entitled Investigations in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

## Document Status: Draft Update

### 2:120 Board Member Development

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

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

#### Mandatory Board Member Training

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term. [PRESSPlus1](#)
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above.

#### Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

#### Board Self-Evaluation

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

#### New Board Member Orientation

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

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of Board of Educations.

#### Candidates

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

LEGAL REF.:

[5 ILCS 120/1.05](#) and [120/2](#).

[105 ILCS 5/10-16a](#) and [5/24-16.5](#).

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

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### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-16a, amended by P.A. 102-638. See 105 ILCS 5/10-16a(b-5) for the required and recommended elements of the training regarding trauma-informed practices. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **2:220 Board of Education Meeting Procedure**

#### Agenda

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

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

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

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

#### Voting Method

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

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

#### Minutes

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

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken. The "summary of discussion" in the minutes must include sufficient data so that either the public body or a court examining its minutes will be able to ascertain what, in fact, was discussed, the substance of that discussion, and what, if any, action was taken.
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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

At least semi-annually Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) ~~decides~~ determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a semi-annual review. <sup>PRESSPlus1</sup> The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

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

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

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

The Board's open meeting minutes shall be posted on the District website within 10 calendar days after the Board approves them; the minutes will remain posted for at least 60 calendar days.

#### Verbatim Record of Closed Meetings

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

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

Individual Board members may access verbatim recordings in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

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

#### Quorum and Participation by Audio or Video Means

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

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

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

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for

purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

#### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order: Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

#### Broadcasting and Recording Board Meetings

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

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

#### LEGAL REF.:

[5 ILCS 120/2a](#), [120/2.02](#), [120/2.05](#), [120/2.06](#), and [120/7](#).

[105 ILCS 5/10-6](#), [5/10-7](#), [5/10-12](#), and [5/10-16](#).

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

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#### **PRESSPlus Comments**

PRESSPlus 1. Required by 5 ILCS 120/2.06(d), amended by P.A. 102-653. If a board is unable to conduct the review every six months, it must do so as soon after as is practicable, taking into account the nature and meeting schedule of the board. A board may also conduct the review more frequently. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c)(21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this policy's exhibits use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d). **Issue 108, November 2021**

## Document Status: Draft Update

### 2:260 Uniform Grievance Procedure

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

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

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. However, complainants may end informal processes and begin the formal complaint process at any time. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forgo any informal suggestions and/or attempts to resolve the complaint and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

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

#### Deadlines

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

#### Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

#### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement (1) as required by law, ~~or this policy,~~ or any collective bargaining agreement. (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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

The Superintendent will keep the Board informed of all complaints.

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

#### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by ~~first class U.S. mail~~ registered mail, return receipt requested, and/or personal delivery PRESSPlus1 as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by ~~first class U.S. mail~~ registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

#### Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

#### **Nondiscrimination Coordinator:**

Jan Law, Dir. of Student Services

Gen Law, Dir. of Student Services  
5211 Center Avenue, Lisle, IL 60532  
630/493-8000

**Complaint Managers:**

Jeff Howard, Principal Lisle High School  
Dave Keamey, Principal Lisle Junior High  
Melissa Payne, Principal Lisle Elementary  
5211 Center Avenue, Lisle, IL 60532  
630/493-8000

Mr. David Wilkinson,  
Dir. Of Finance  
5211 Center Avenue, Lisle, IL 60532  
630/493-8000

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act. ~~Age Discrimination in Employment Act.~~

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.

42 U.S.C. §2000e et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act).

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

~~Americans With Disabilities Act,~~ 42 U.S.C. §12101 et seq., Americans With Disabilities Act.

~~Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.,~~

~~Equal Pay Act, 29 U.S.C. §206(d).~~

~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

~~Illinois Genetic Information Privacy Act,~~ 410 ILCS 513/, Ill. Genetic Information Privacy Act.

~~Illinois Whistleblower Act,~~ 740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

~~Illinois Human Rights Act,~~ 775 ILCS 5/, Ill. Human Rights Act.

~~Victims' Economic Security and Safety Act,~~ 820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

~~Equal Pay Act of 2003,~~ 820 ILCS 112/, Equal Pay Act of 2003.

~~Employee Credit Privacy Act, 820 ILCS 70/, Employee Credit Privacy Act, 70/10(b), and 70/25~~

23 Ill.Admin.Code §§1.240, ~~and~~ 200.40, 226.50, and 226.570.

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

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## **PRESSPlus Comments**

PRESSPlus 1. Optional; using a delivery method that allows the district to verify the date of receipt is a best practice. **Issue 108, November 2021**

## Document Status: Draft Update

### 3:40 Superintendent

#### Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. [PRESSPlus1](#)

The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

#### Qualifications

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

#### Evaluation

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

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

#### Compensation and Benefits

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

#### LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, [5/10-21.9](#), 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

[5 ILCS 120/7.3, Open Meetings Act.](#)

[23 Ill.Admin.Code §§1.310, 1.705, and 25.355.](#)

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

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the General Assembly's focus on resolving Educator Misconduct. 105 ILCS 5/10-21.9(e-5), amended by P.A.102-552, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **3:50 Administrative Personnel Other Than the Superintendent**

#### Duties and Authority

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

#### Qualifications

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

#### Evaluation

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

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

#### Administrative Work Year

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

#### Compensation and Benefits

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

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

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

#### LEGAL REF:

[105 ILCS 5/10-21.4a](#), [5/10-23.8a](#), [5/10-23.8b](#), [5/21B](#), and [5/24A-4](#).

[23 Ill.Admin.Code §§1.310, 1.705, 50.300](#); and [Parts 25](#) and [29](#).

CROSS REF: [3:60](#) (Administrative Responsibility of the Building Principal), [4:165](#) ([Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors](#)), [4:175](#) ([Convicted Child Sex Offender; Screening; Notifications](#)), [5:30](#) (Hiring Process and Criteria), [5:90](#) ([Abused and Neglected Child Reporting](#)), [5:120](#) ([Employee Ethics; Conduct; and Conflict of Interest](#)), [5:150](#) ([Personnel Records](#)), [5:210](#) ([Resignations](#)), [5:250](#) ([Leaves of Absence](#)), [5:290](#) ([Employment Termination and Suspensions](#)) [PRESSPlus1](#)

~~ADOPTED: July 20, 2015~~

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#### **PRESSPlus Comments**

PRESSPlus 1. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

## Document Status: Draft Update

### 3:60 Administrative Responsibility of the Building Principal

#### Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is to oversee the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as agreed upon by the Building Principal and Superintendent.

#### Student Voter Registration

The Board directs the District's administration to provide students with an opportunity to learn and practice the principles of civic responsibility. This goal may be advanced by offering the service of voter registration to eligible students.

The Building Principal and Assistant Principal and the Building Principal and Assistant Principal's designee may be appointed deputy registrars by the county clerk. If appointed, the Building Principal and Assistant Principal and the Building Principal and Assistant Principal's designee may accept voter registrations of eligible students in the high school.

The Building Principal and Assistant Principal or designee who becomes a deputy registrar shall comply with the voter registration rules and regulations of the DuPage County Election Commission.

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

#### Evaluation Plan

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

#### Qualifications and Other Terms and Conditions of Employment

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

#### LEGAL REF.:

[105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.](#) [PRESSPlus1](#)

[10 ILCS 5/4-6.2, Election Code.](#)

[105 ILCS 127/, School Reporting of Drug Violations Act.](#)

[23 Ill.Admin.Code Parts 35 and 50, Subpart D.](#)

CROSS REF.: [3:50 \(Administrative Personnel Other Than the Superintendent\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender: Screening; Notifications\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics: Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:250 \(Leaves of Absence\)](#), [5:290 \(Employment Termination and Suspensions\)](#) [PRESSPlus2](#)

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

PRESSPlus 2. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

## Document Status: Draft Update

### 4:60 Purchases and Contracts

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

#### Standards for Purchasing and Contracting

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

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

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items not included in the budget require prior Board approval, except in an emergency. The Superintendent or designee shall notify the Board of all contracts in excess of \$25,000 within 30 days after execution, even if included in the annual budget and exempt from State law bidding requirements.

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

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1](#) *et seq.*
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21](#)(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21](#)(b-10).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, Resource Conservation.
8. Each contractor with the District is bound by each of the following:
  - a. In accordance with [105 ILCS 5/10-21.9](#)(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9](#)(c) and [5/21B-80](#)(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80](#)(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
  - b. In accordance with [105 ILCS 5/24-5](#): (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.
9. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act. [PRESSplus1](#)

10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award. [PRESSPlus2](#)

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

LEGAL REF.:

2 C.F.R. Part 200.

105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.

30 ILCS 708/, Grant Accountability and Transparency Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

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### **PRESSPlus Comments**

PRESSPlus 1. 410 ILCS 170/10(b), added by P.A. 102-242, eff. 1-1-23. **Issue 108, November 2021**

PRESSPlus 2. 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by ISBE, see [www.isbe.net/gata](http://www.isbe.net/gata). **Issue 108, November 2021**

## *Document Status: 5-Year-Review - Needs Review*

### **4:120 Food Services**

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.:

B. Russell National School Lunch Act, [42 U.S.C. §1751](#) *et seq.*

Child Nutrition Act of 1966, [42 U.S.C. §1771](#) *et seq.*

[7 C.F.R. Parts 210](#) and [220](#), Nutrition Standards in the National School Lunch and School Breakfast Programs.

[105 ILCS 125/](#).

[23 Ill.Admin.Code Part 305](#), School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED: February 23, 2015

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## Document Status: Draft Update

### 4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds.

#### Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. [PRESSPlus1](#)  
Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, [225 ILCS 235/](#), and the Lawn Care Products Application and Notice Act, [415 ILCS 65/](#).

#### Coal Tar Sealant [PRESSPlus2](#)

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.:

105 ILCS 5/10-20.17a; 5/10-20.48.

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

~~105 ILCS 5/10-20.17a; 5/10-20.48.~~

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 60/14, Illinois Pesticide Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

[820 ILCS 255/](#), Toxic Substances Disclosure to Employees Act. (*inoperative*)

[23 Ill.Admin.Code §1.330.](#)

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

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#### PRESSPlus Comments

PRESSPlus 1. The Illinois Pesticide Act (415 ILCS 60/14 3.F., amended by P.A. 102-548) makes it unlawful to apply a restricted use pesticide on or within 500 feet of school property during normal hours, except for whole structure fumigation, and if the pesticide application information listed on the pesticide label is more restrictive than the law, then the more restrictive provision applies. *Normal school hours* means Monday through Friday from 7 a.m. until 4 p.m., excluding days when classes are not in session. The statute prohibits restricted pesticide applications during *normal hours* but defines *normal school hours*. This policy uses normal school hours. *State Restricted Pesticide Use* is defined as any pesticide use which the Director (Ill. Dept. of Agriculture or his or her authorized representative) determines, subsequent to public hearing, that an additional restriction for that use is needed to prevent unreasonable adverse effects. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 170(a)(1)-(4), added by P.A. 102-242, eff. 1-1-23, requires schools to provide written or telephonic notification to employees and parents/guardians of students prior to any application of a coal tar-based sealant product or a high polycyclic aromatic hydrocarbon sealant product. Written notifications must: (1) be included in newsletters, bulletins, calendars, or other correspondence currently published by the district (this is the only prong of written notice that is permissive); (2) be given at least 10 business days before the application and should identify the intended date and location of the application of the coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant; (3) include the name and telephone contact number for the school or day care center (if the district has one) personnel responsible for the application; and (4) include any health hazards associated with coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, as provided by a corresponding safety data sheet.

Districts may want to include numbers (3) and (4) in their student handbooks. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). **Issue 108, November 2021**

## Document Status: Draft Update

### 4:170 Safety

#### Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

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

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

#### School Safety Drill Plan

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

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement **lockdown** drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, **or school support personnel, or a parent/guardian.** [PRESSPlus1](#)

#### Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act ([105 ILCS 128/](#)) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE) [29 Ill.Admin.Code Part 1500](#).

#### Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

#### Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting

device, and

3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

#### Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

#### Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within their district in certain situations. This transfer option is unavailable in this District because the District has only one school or grade center. A student who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

#### Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

#### Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

#### Closed Campus

It is important to the welfare and safety of students that their whereabouts be controlled during the school day.

The Board authorizes the Superintendent and the District's administrators to provide and implement procedures for closed campus schools. Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by the Building Principal.

LEGAL REF.:

[105 ILCS 5/10-20.2](#), [5/10-20.57](#), [5/18-12](#), and [5/18-12.5](#).

105 ILCS 128/, School Safety Drill Act, ~~implemented by~~ 29 Ill.Admin.Code Part 1500.

[210 ILCS 74/](#), Physical Fitness Facility Medical Emergency Preparedness Act.

[225 ILCS 320/35.5](#), Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; [Management and Recovery](#)), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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#### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 128/20(c), amended by P.A. 102-395. While 105 ILCS 128/20(c) uses both *lockdown drill* and *walk-through lockdown drill*, the terms are synonymous. For brevity, this material uses the term *lockdown drill*. Schools must (1) notify parents/guardians in advance of any lockdown drill that involves student participation, and (2) allow parents/guardians to exempt their child(ren) from participating for any reason. For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it.

Law enforcement may only run an active shooter simulation, including simulated gun fire drills, on school days when students are not present. 105 ILCS 128/20(c)(5)-(8), added by P.A. 102-395. **Issue 108, November 2021**

## Document Status: Draft Update

### 4:175 Convicted Child Sex Offender; Screening; Notifications

#### Persons Prohibited on School Property without Prior Permission

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

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

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

#### Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. **The Board President shall ensure that these checks are completed for the Superintendent.** [PRESSPlus1](#) He or she shall take appropriate action based on the result of any criminal background check and/or screen. [PRESSPlus2](#)

#### Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

#### LEGAL REF.:

[20 U.S.C. §7926, Elementary and Secondary Education Act.](#)

20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3, [Criminal Code of 2012.](#)

[730 ILCS 152/](#), Sex Offender Community Notification Law.

[730 ILCS 154/75-105](#), Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: [2:110 \(Qualifications, Term, and Duties of Board Officers\)](#), [3:40 \(Superintendent\)](#), [3:50 \(Administrative Personnel Other Than the Superintendent\)](#), [3:60 \(Administrative Responsibility of the Building Principal\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [5:30 \(Hiring Process and Criteria\)](#), [5:260 \(Student Teachers\)](#), [6:250 \(Community Resource Persons and Volunteers\)](#), [8:30 \(Visitors to and Conduct on School Property\)](#), [8:100 \(Relations with Other Organizations and Agencies\)](#)

**ADOPTED: January 23, 2017**

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#### **PRESSPlus Comments**

PRESSPlus 1. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105

ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department. For more information, see Investigations in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

PRESSPlus 2. When a criminal sexual offense is committed or alleged to have been committed by a district employee or contractor, law enforcement shall immediately transmit a copy of the criminal history record information relating to the investigation of the offense/alleged offense to the superintendent. This transmission will occur either upon the superintendent's request or, if the law enforcement agency knows the offender/alleged offender is employed by a district, automatically. 725 ILCS 191/15, added by P.A. 102-652. See sample administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

## Document Status: Draft Update

### 5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, work authorization status, PRESSPlus1 use of lawful products while not at work; being a victim of domestic violence, sexual violence, of gender violence, or any other crime of violence, PRESSPlus2 genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

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

#### Administrative Implementation

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

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

#### **Nondiscrimination Coordinator:**

Jen Law, Dir. of Student Services  
5211 Center Avenue, Lisle, IL 60532  
630/493-8000

#### **Complaint Managers:**

Jeff Howard, Principal Lisle High School	Mr. David Wilkinson,
Dave Keamey, Principal Lisle Junior High	Dir. Of Finance
Melissa Payne, Principal Lisle Elementary	
5211 Center Avenue, Lisle, IL 60532	5211 Center Avenue, Lisle, IL 60532
630/493-8000	630/493-8000

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

#### Minority Recruitment

Our hiring practices shall reflect our desire to recruit and retain talented employees whose skill sets enhance excellence in education as well as a culturally rich and diverse perspective.

The District will actively recruit minority employees in an attempt to make the staff demographics more reflective of student diversity. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past

discrimination.

LEGAL REF.:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

775 ILCS 5/1-103, [5/2-101](#), 5/2-102, [5/2-103](#), [5/2-103.1](#), [5/2-104\(D\)](#) and 5/6-101, Ill. Human Rights Act.

[775 ILCS 35/](#), Religious Freedom Restoration Act.

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

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

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

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

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

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

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

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## PRESSPlus Comments

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to

obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

PRESSPlus 2. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) (or similar provision of the Criminal Code of 1961). 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, PRESSPlus1 disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

#### Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

#### Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

#### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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

#### **Nondiscrimination Coordinator:**

Jen Law, Dir. of Student Services  
5211 Center Avenue, Lisle, IL 60532  
630/493-8000

#### **Complaint Managers:**

Jeff Howard, Principal Lisle High School  
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5211 Center Avenue, Lisle, IL 60532  
630/493-8000

Mr. David Wilkinson,  
Dir. Of Finance  
5211 Center Avenue, Lisle, IL 60532  
630/493-8000

### Investigation Process

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

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

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

### Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

### Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

### Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.:

~~Title VII of the Civil Rights Act of 1964~~, 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.

~~Title IX of the Education Amendments of 1972~~, 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.

~~State Officials and Employees Ethics Act~~, 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

~~Ill. Human Rights Act~~, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2. Ill. Human Rights Act.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Burlington Industries v. Ellerth, 524 U.S. 742 (1998).

Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Oncale v. Sundowner Offshore Services, 523 U.S. 75 (1998).

Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).

Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

Vance v. Ball State University, 133 S. Ct. 2434 (2013).

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004), 2009).

*Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n*, 233 Ill.2d 125 (Ill. 2009).

[Vance v. Ball State University](#), 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

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**PRESSPlus Comments**

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **5:30 Hiring Process and Criteria**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in [105 ILCS 5/21B-80\(c\)](#). [PRESSPlus1](#)

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

#### Job Descriptions

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

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

#### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, ~~or for purposes of clarifying the information,~~ the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. [PRESSPlus2](#) The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [105 ILCS 5/21B-80](#) or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

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

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.

8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

#### Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

#### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

#### LEGAL REF.:

42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.

Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482 (Ill. 1987).

*Kaiser v. Dixon*, 127 Ill. App. 3d 251 (2nd Dist. 1984).

*Molitor v. Chicago Title & Trust Co.*, 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:32 (Nepotism), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

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#### **PRESSPlus Comments**

PRESSPlus 1. For additional information regarding implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656 (employment decisions based on conviction records), see footnotes 5 and 6 of the sample policy, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Footnote 5 is updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-103.1(c), added by P.A. 101-656, with a discussion regarding application of the IHRA's *interactive assessment* requirement for disqualifying offenses listed in 105 ILCS 5/21B-80, and footnote 6 is updated in response to Ill. Dept. of Human Rights (IDHR) guidance for implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, at:

PRESSPlus 2. 105 ILCS 5/21B-85, amended by P.A. 102-552, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS) when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:50 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, 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.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, [105 ILCS 5/22-33](#). The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position listed in the Cannabis Regulation and Tax Act (CRTA).

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. [PRESSPlus1](#) State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. [PRESSPlus2](#)

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

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

For purposes of this policy, *District premises* means workplace as defined in the [Cannabis Regulation and Tax Act \(CRTA\)](#) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a 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 the this 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.

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

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.

4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace,
  - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to provide grade-relevant education about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

#### E-Cigarette, Tobacco, and Cannabis Prohibition

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

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

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

*E-Cigarette* is short for electronic cigarette and 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).

#### District Action Upon Violation of Policy

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

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

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

#### Disclaimer

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

#### LEGAL REF.:

[42 U.S.C. §12114](#), Americans With Disabilities Act, ~~42 U.S.C. §12114~~.

[21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15](#), Controlled Substances Act, ~~21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15~~.

[41 U.S.C. §8101 et seq.](#), Drug-Free Workplace Act of 1988, ~~41 U.S.C. §8101 et seq.~~

[20 U.S.C. §7101 et seq.](#), Safe and Drug-Free School and Communities Act of 1994, ~~20 U.S.C. §7101 et seq.~~

[30 ILCS 580/](#), Drug-Free Workplace Act.

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

[410 ILCS 82/](#), Smoke Free Illinois Act.

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

[410 ILCS 705/1-1 et seq.](#), Cannabis Regulation and Tax Act.

[720 ILCS 675](#), Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

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

[21 C.F.R. Parts 1100, 1140, and 1143](#).

[23 Ill.Admin.Code §22.20](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:190 (Prohibited Student Conduct), 8:30 (Visitors to and Conduct on School Property)

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### **PRESSPlus Comments**

PRESSPlus 1. 410 ILCS 705/10-50(d). If the board will not communicate to employees what will happen when reasonable suspicion exists, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 705/10-50(e)(1), amended by P.A. 101-593, protects the district from liability for actions described in this sentence. If the board will not communicate this information to its employees, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:90 Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, [PRESSPlus1](#), an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at [report.cybertip.org/](http://report.cybertip.org/) or [www.missingkids.org](http://www.missingkids.org). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

#### Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development Program*, [PRESSPlus2](#) The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

#### Alleged Incidents of Sexual Abuse: Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

### Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing ~~When the Superintendent he or she~~ has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged ~~was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child.~~ The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

### Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under [105 ILCS 5/21B](#), has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the Board of Education; Indemnification*. [PRESSPlus3](#)

LEGAL REF.:

[20 U.S.C. §7926, Elementary and Secondary Education Act.](#)

105 ILCS 5/10-21.9, [5/10-23.13](#), and [5/21B-85](#).

[20 ILCS 1305/1-1](#) et seq., Department of Human Services Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

[720 ILCS 5/12C-50.1](#), Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), [3:40 \(Superintendent\)](#), [3:50 \(Administrative Personnel Other Than the Superintendent\)](#), [3:60 \(Administrative Responsibility of the Building Principal\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

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### **PRESSPlus Comments**

PRESSPlus 1. State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect an adult student with a disability, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The Dept. of Human Services Act (DHS Act) defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. [20 ILCS 1305/1-17\(b\)](#).

However, [105 ILCS 5/14-1.02](#), amended by P.A. 102-172, provides that a student who turns 22 years old during the school year shall be eligible for IEP services through the end of the school year. This statutory definition is the basis for this sample policy's language. **Issue 108, November 2021**

PRESSPlus 2. *Erin's Law*, [105 ILCS 5/10-23.13](#), amended by P.A. 102-610. For additional *Erin's Law* requirements and definitions, see policies [4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors](#); [5:100, Staff Development Program](#); [5:120, Employee Ethics; Conduct; and Conflict of Interest](#); and [6:60, Curriculum Content](#). See also the footnotes of these policies at **PRESS** Online by logging in at [www.iasb.com](#). **Issue 108, November 2021**

PRESSPlus 3. [105 ILCS 5/21B-85\(a\)](#) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and

neglect investigation, this board duty is listed here for convenience. See policy 2:20, *Powers and Duties of the School Board; Indemnification* for more information. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCR), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (Erin's Law) training as follows (see policies 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, and 5:90, Abused and Neglected Child Reporting): [PRESSPlus1](#)

1. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.
2. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

- At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
- At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
- Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
- Training for licensed school personnel and administrators who work with students in grades kindergarten through 12 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
- ~~5. Abused and Neglected Child Reporting Act (ANCR), School Code, and Erin's Law Training as follows:~~

~~a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, Abused and Neglected Child Reporting);~~

~~b. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, Abused and Neglected Child Reporting);~~

~~c. Informing educators about the recommendation in the Erin's Law Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, Abused and Neglected Child Reporting);~~

- Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
- Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally

responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with [105 ILCS 25/1.15](#). Coaching personnel and athletic directors hired on or after 8-19-2014 must be certified before their position's start date.
10. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
11. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
12. Training for school personnel that fosters a continuing dialogue regarding multicultural education, cross-cultural communication and diversity issues and develops cultural competency, including understanding and reducing implicit bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
14. For nurses, administrators, [school guidance](#), [PRESSPlus2](#) counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
15. For all District staff, annual sexual harassment prevention training.
16. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment Grievance Procedure*):
  - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
  - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
  - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
  - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

#### Tuition Reimbursement

#### **"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."**

LEGAL REF.:

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

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [7 C.F.R. Parts 210](#) and [235](#).

[105 ILCS 5/2-3.62](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/10-23.13](#), [5/22-80\(h\)](#), and [5/24-5](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[105 ILCS 150/25](#), Seizure Smart School Act.

[105 ILCS 110/3](#), Critical Health Problems and Comprehensive Health Education Act.

[325 ILCS 5/4](#), Abused and Neglected Child Reporting Act.

[745 ILCS 49/](#), Good Samaritan Act.

[775 ILCS 5/2-109](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§ 22.20, 226.800](#), and [Part 525](#).

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

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## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-23.12, amended by P.A. 101-531; 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604; and *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610.

Mandated reporter training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; (4) understanding the response of child protective services and the role of the reporter after a call has been made; and (5) implicit bias.

*Implicit bias* means the attitudes or internalized stereotypes that affect people's perceptions, actions, and decisions in an unconscious manner and that exist and often contribute to unequal treatment of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics. The implicit bias topic must include, at a minimum: (1) information on implicit bias; (2) information on racial and ethnic sensitivity; and (3) tools to adjust automatic patterns of thinking and ultimately eliminate discriminatory behaviors. 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604.

Districts must provide mandated reporter training through either DCFS, an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, the Ill. State Board of Education, the Ill. Law Enforcement Training Standards Board, the Ill. State Police, or an organization approved by DCFS to provide mandated reporter training. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:120 Employee Ethics; Conduct; and Conflict of Interest

#### Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, [PRESSPlus1](#) or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. [PRESSPlus2](#) Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors [PRESSPlus3](#) to include, at a minimum, sexual misconduct. Sexual misconduct [PRESSPlus4](#) is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
  - a. A sexual or romantic invitation
  - b. Dating, or soliciting a date
  - c. Engaging in sexualized or romantic dialog
  - d. Making sexually suggestive comments that are directed toward or with a student
  - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
  - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. [PRESSPlus5](#) Such expectations shall establish guidelines for specific areas, including but not limited to:
  - a. Transporting a student
  - b. Taking or possessing a photo or video of a student
  - c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting. [PRESSPlus6](#) and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

#### Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Ill. [inois](#) Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;

5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

#### Ethics and Gift Ban

Board of Education policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

#### Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with [Section 22-5 of the School Code](#), "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District unless authorized by the Superintendent.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

#### Guidance Counselor Gift Ban [PRESSPlus7](#)

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
  - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
  - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
  - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity.

#### Consulting Activities

After application to and with the approval of the Superintendent, staff members may be released with full pay to serve as speakers, consultants, or resource persons outside the District. The staff member accepting such assignments may not accept any fee or honorarium, but may accept a reasonable fee for preparation done outside of the working day. The employee or the School District or institution receiving the services may be responsible for travel, lodging, and meal expenses and for substitute costs if any are incurred.

Any consulting, professional development or other professional involvement activity shall be undertaken with the understanding that such activity shall not interfere with the staff member's responsibilities to the District and that anyone engaging in such activities shall speak as an individual unless specifically directed by the Board to speak for the District.

Incorporated

by reference: 5:120-E (Exhibit - Code of Ethics for Ill. **inois** Educators)

LEGAL REF.:

[U.S. Constitution, First Amendment.](#)

[2 C.F.R. §200.318\(c\)\(1\).](#)

[5 ILCS 420/4A-101](#), Ill. Governmental Ethics Act.

[5 ILCS 430/](#), State Officials and Employee Ethics Act.

[30 ILCS 708/](#), Grant Accountability and Transparency Act.

[50 ILCS 135/](#), Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, [5/10-23.13](#), and [5/22-5](#), and [5/22-90](#) (final citation pending).

325 ILCS 5/, Abused and Neglected Child Reporting Act.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Ill. **inois** Educators.

[Pickering v. Board of Township H.S. Dist. 205](#), 391 U.S. 563 (1968).

[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 4:60 (Purchases and Contracts), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), [7:20 \(Harassment of Students Prohibited\)](#)

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## PRESSPlus Comments

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 2. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 4. This definition of *sexual misconduct* is adapted from HB 1975, legislation that did not pass in the first half of the 102nd Ill. General Assembly; however, it includes the results of collaboration to implement some of the recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See [www.sesamenet.org/](http://www.sesamenet.org/) for further information.

As of **PRESS** Issue 108's publication, HB 1975 is still pending in the 102nd General Assembly and is expected to become law. Its enactment could close significant legal loopholes related to combating grooming by broadening the definition of grooming prohibited by the Criminal Code of 2012 and authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act. **Issue 108, November 2021**

PRESSPlus 5. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Establishing guidelines specific to #3(a), (b), and (c) is not currently required but is a requirement in HB 1975 (See PRESS Plus Comment 4, above). **Issue 108, November 2021**

PRESSPlus 6. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 7. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, eff. 1-1-22. *Guidance counselor* means a person employed by a school district and working in a high school to offer students advice and assistance in making career or college plans. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:125 Personal Technology and Social Media; Usage and Conduct

#### Definitions

**Includes** - Means “includes without limitation” or “includes, but is not limited to.”

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

**Personal technology** - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

#### Usage and Conduct

All District employees who use personal technology and/or social media shall: [PRESSPlus1](#)

1. Adhere to the high standards for **Professional and Appropriate Conduct** ~~appropriate school relationships~~ required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee’s obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance ~~Comply~~ with policy 5:130, *Responsibilities Concerning Internal Information*. ~~This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.~~ For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students’ viewing of inappropriate Internet materials through the District employee’s personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees’ personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that ~~no one for~~ neither the District, nor anyone on its behalf, commits requests of an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

[105 ILCS 5/21B-75](#) and [5/21B-80](#).

~~Ill. Human Rights Act~~, 775 ILCS 5/5A-102, [Ill. Human Rights Act](#).

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

~~Code of Ethics for Ill. Educators~~, 23 Ill.Admin.Code §22.20, [Code of Ethics for Ill. Educators](#).

[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

[Pickering v. High School Dist. 205](#), 391 U.S. 563 (1968).

*Mayer v. Monroe County Community School Corp.*, 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

~~ADOPTED: October 23, 2017~~

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information about *Erin's Law* requirements, see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*. See also the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

## Document Status: Draft Update

### 5:150 Personnel Records

#### Maintenance and Access to Records<sup>PRESSPlus1</sup>

Please refer to the following current agreements:

**"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."**

**"Agreement Between the Classified Employees Association of Lisle and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."**

For employees not covered by these agreements:

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

Access to personnel records is available as follows:

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

#### Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance<sup>PRESSPlus2</sup>

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:<sup>PRESSPlus3</sup>

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to [Ill. Dept. of Children and Family Services \(DCFS\)](#); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law,<sup>PRESSPlus4</sup> but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

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

LEGAL REF.:

20 U.S.C. §7926.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student

## **PRESSPlus Comments**

PRESSPlus 1. Subheadings are added for clarity. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information, see the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 3. Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: [www2.ed.gov/policy/elsec/leg/essa/index.html](http://www2.ed.gov/policy/elsec/leg/essa/index.html).

Consult the board attorney about what “or has probable cause to believe, has engaged in sexual misconduct” means. For guidance, policy 5:90, *Abused and Neglected Child Reporting* defines an “alleged incident of sexual abuse” as an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. **Issue 108, November 2021**

PRESSPlus 4. Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:185 Family and Medical Leave

#### Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, with the year measured by the rolling 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement will be any balance of the 12 weeks that was not used during the immediately preceding twelve months.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District may substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. [PRESSPlus1](#) In addition, a All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

#### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000<sup>250</sup> [PRESSPlus2](#) hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), [38 U.S.C. 4301](#), *et seq.*, or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

### Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

### Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

### Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

### Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work. This requirement may be waived by the Superintendent or designee on a case-by-case basis.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

## Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

## LEGAL REF.:

~~Family and Medical Leave Act~~, 29 U.S.C. §2601 et seq., Family and Medical Leave Act; 29 C.F.R. Part 825.

105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED: January 23, 2017~~

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## **PRESSPlus Comments**

PRESSPlus 1. In order to substitute paid leave for FMLA, it must be available for use under the employer's normal leave policies. For example, under 105 ILCS 5/24-6 and sample board policies 5:250, *Leaves of Absence*, and 5:330, *Sick Day, Vacation, Holidays, and Leaves*, an employee may only substitute 30 days of sick leave for birth without providing a medical certification, even if the employee has 100 sick days accrued; only 30 of those days are available for use.

Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, a district may not delay designating the leave as FMLA leave, and neither the employee nor a district may decline FMLA protection for that leave, even when a collective bargaining agreement requires or allows for such a delay. Further, when a district requires employees to substitute accrued paid leave for FMLA leave, all the benefits and protections that would otherwise apply during the paid leave (such as accrual of seniority) must continue to apply when substituting for FMLA leave. See *DOL Wage and Hour Division Letter FMLA 2019-3-A* (9-10-19), at: [www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019\\_09\\_10\\_3A\\_FMLA.pdf](http://www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019_09_10_3A_FMLA.pdf). **Issue 108, November 2021**

PRESSPlus 2. A provision in State law expands eligibility for FMLA leave to school district employees who have been employed by the district for at least 12 months and work 1,000 hours (rather than the federal FMLA's 1,250 hours) in the 12-month period immediately preceding the leave, which effectively makes more educational support personnel eligible for the leave. 105 ILCS 5/24-6.4, added by P.A. 102-335. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:200 Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or PRESSPlus1 collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Duty-Free Lunch, Work Year/Work Day, Salary, Assignments and Transfers, Dismissal, Evaluation

**Please refer to the following current agreement:**

**"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."**

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in [105 ILCS 5/14-1.09a](#).

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

LEGAL REF.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.65](#), [5/14-1.09a](#), [5/22.4](#), [5/24-16.5](#), [5/24-2](#), [5/24-8](#), [5/24-9](#), [5/24-11](#), [5/24-12](#), [5/24-21](#), [5/24A-1](#) through [24A-20](#).

820 ILCS 260/, Nursing Mothers in the Workplace Act<sup>1 et seq.</sup>

[23 Ill.Admin.Code Parts 50](#) (Evaluation of Educator Licensed Employees) and [51](#) (Dismissal of Tenured Teachers).

[Cleveland Bd. of Educ. v. Loudemill](#), 470 U.S. 532(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to PRESS Advisory Board member feedback regarding the need to comply with the terms of individual employment contracts, in addition to collective bargaining agreement(s) and other legal requirements. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **5:220 Substitute Teachers**

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
2. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023<sup>1</sup>, [PRESSPlus1](#), a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board establishes a daily rate of pay for substitute teachers. Upon completion of thirty (30) days of substitute assignments in the District during a school year, the substitute teacher shall be paid an additional sum per day determined by the Board.

Substitute teachers receive only monetary compensation for time worked and no other benefits.

Long term substitute assignments shall be categorized as planned or unplanned. A planned long term substitute assignment is one for which the District has prior knowledge with expectations that the assignment will exceed thirty (30) days in length. An unplanned long term substitute assignment is one for which the duration of the assignment is not known at the outset of the assignment.

A substitute teacher for a long term planned assignment shall be paid at the daily rate based upon placement of the substitute teacher on the appropriate step on the current salary schedule as determined by the Superintendent. The daily rate shall be calculated by dividing the amount of the assigned step on the current salary schedule by one hundred eighty one (181).

For substitute assignments of thirty (30) days or less and long term unplanned assignments, a substitute teacher shall be paid at the regular daily rate for substitute teachers until the tenth (10th) consecutive day of substituting for the same absent teacher in the same instructional program. From the eleventh (11th) day through the thirtieth (30th) day, the substitute teacher shall be paid an additional sum determined by the Board. For days in excess of thirty (30) days, the substitute teacher shall be paid at the daily rate calculated by dividing the base salary amount (BA+0) of the current salary schedule by one hundred eighty one (181).

A record of days worked by each substitute teacher shall be kept in the payroll office.

#### Internal Substitutes

**"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."**

#### Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

#### Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.:

[105 ILCS 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to P.A. 102-537, changing the date to 7-1-23, previously 7-1-21.

TRS annuitants may return to teach in subject shortage area through 6-30-24, previously 6-30-21. P.A. 102-440. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:250 Leaves of Absence

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave/Religious Leave, Leave of Absence Without Pay, Association Leave, Lobbying Leave, Adoption Leave

Please refer to the following current agreement:

#### **"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."**

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification. [PRESSPlus1](#)

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

#### Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, [20 U.S.C. §2601 et seq.](#)) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

#### Parental Leave

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher must request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

#### Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-

employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

#### General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

#### Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

#### School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

#### Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence, or Other Crime of Violence [PRESSPlus3](#)

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 ([29 U.S.C. §2601 et seq.](#)).

#### Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

#### Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

LEGAL REF.:

[10 ILCS 5/13-2.5](#).

[105 ILCS 5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

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

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

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## PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in Dynak v. Bd. of Educ. of Wood Dale Sch. Dist. 7, 164 N.E.3d 1226 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week). Consult the board attorney for guidance on this issue. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 3. Other crime of violence means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:330 Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Vacation, Holidays, Personal Leave, General Unpaid Leaves, Child Care Leave, Association Leave, Accident or Injury Leave, Family Medical Leave

**Please refer to the following current agreement:**

**"Agreement Between the Classified Employees Association of Lisle and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."**

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with [105 ILCS 5/24-6.3](#).

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. Leave for Service in the General Assembly. [PRESSPlus1](#)
3. School Visitation Leave
4. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence, or Other Crime of Violence. [PRESSPlus2](#)
5. Child Bereavement Leave
6. Leave to serve as an election judge.

LEGAL REF.:

[105 ILCS 5/10-20.7b](#), [5/24-2](#), and [5/24-6](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

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

*School Dist. 151 v. ISBE*, 154 Ill.App.3d 375 (1st Dist.1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist.1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

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### PRESSPlus Comments

PRESSPlus 1. Moved from #1, above. Granting General Assembly leave to Educational Support Personnel is optional. Issue **108, November 2021**

PRESSPlus 2. Updated in response to Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 102-487. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

## Document Status: Draft Update

### 6:20 School Year Calendar and Day

#### School Calendar

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

#### Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

#### School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.56](#), [5/10-24.46](#), [5/10-30](#), [5/18-12](#), [5/18-12.5](#), [5/24-2](#), [5/27-3](#), [5/27-18](#), [5/27-19](#), [5/27-20](#), [5/27-20.1](#), [5/27-20.2](#), and [20/1](#).

[10 ILCS 5/11-4.1](#).

[5 ILCS 490/](#), [State Commemorative Dates Act](#), [PRESSPlus1](#)

[23 Ill.Admin.Code §1.420\(f\)](#).

*Metz v. Leininger*, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **6:50 School Wellness**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent or designee will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual and distributed to students and their parents/guardians through student handbooks, and
3. The community is informed about the progress of this policy's implementation.

#### Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

#### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policies 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policies 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).

#### Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

#### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with

the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

#### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

#### Unused Food Sharing Plan [PRESSPlus2](#)

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students. [PRESSPlus3](#)
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program. [PRESSPlus4](#)
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District’s community. Properly means in accordance with all federal regulations and State and local health and sanitation codes.

#### Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

#### Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

#### Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

#### LEGAL REF.:

~~Child Nutrition and WIC Reauthorization Act of 2004~~, Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.

~~Child Nutrition Act of 1966~~, 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.

~~National School Lunch Act~~, 42 U.S.C. §1751 et seq., National School Lunch Act.

~~Healthy, Hunger-Free Kids Act of 2010~~, 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.

42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.

~~Local Records Act~~, 50 ILCS 205/ Local Records Act.

105 ILCS 5/2-3.139.

23 Ill.Admin.Code Part 305, Food Program.

ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

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### **PRESSPlus Comments**

PRESSPlus 1. Policy 6:50's sample text is based upon federal and State *goals* while sample policy 6:60, *Curriculum Content*'s text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week (with an exception for schools engaged in block scheduling). Ensure the text in this policy's goal aligns with the district's practice stated in policy 6:60 for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b). If the board adopts changes to this policy's goal, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-359. Food sharing plans will depend on many local factors and require local health department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist. **Issue 108, November 2021**

PRESSPlus 3. *Needy students* is not defined by 105 ILCS 5/2-3.182, added by P.A. 102-359. **Issue 108, November 2021**

PRESSPlus 4. Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.182, added by P.A. 102-359. Delete number 3 *only if* the district participates in none of the programs listed. **Issue 108, November 2021**

## Document Status: Draft Update

### 6:60 Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. [PRESSPlus1](#) A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. [PRESSPlus2](#) Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.
3. Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.
3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States. <sup>Q1</sup>
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. [PRESSPlus3](#)
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include educating students about behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
7. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) ~~democratic~~ principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois) ~~freedom, justice, and equality,~~ [PRESSPlus4](#) (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. [PRESSPlus5](#) For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District*

*Experiences; Course Substitutions; Re-Entering Students and 7:260, Exemption from Physical Education.*

9. In all schools, health education must be stressed, including: [PRESSPlus6](#) (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed [PRESSPlus7](#) sexual abuse and assault awareness and prevention education in all grades. [PRESSPlus8](#) The Superintendent shall implement a comprehensive health education program in accordance with State law. [Q2](#)
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system. [Q3](#)
12. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject. [PRESSPlus9](#)
13. Beginning in the fall of 2022, in grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason. [PRESSPlus10](#)
14. Beginning in the fall of 2023, in grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. Computer science means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet. [PRESSPlus11](#)
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, and and (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America. [PRESSPlus12](#) (g) Illinois history.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles,

and contributions of women.

17. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, and the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans. [PRESSPlus13](#)
18. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
19. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States. [PRESSPlus14](#)
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

#### LEGAL REF.:

[Pub. L. No. 108-447](#), Section 111 of Division J, Consolidated Appropriations Act of 2005.

[Pub. L. No. 110-385](#), Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), [5/10-20.73 \(final citation pending\)](#), [5/10-23.13](#), [5/27-3](#), [5/27-3.5](#), [5/27-5](#), [5/27-6](#), [5/27-6.5](#), [5/27-7](#), [5/27-12](#), [5/27-12.1](#), [5/27-13.1](#), [5/27-13.2](#), [5/27-20.08](#), [5/27-13.2](#), [5/27-20.3](#), [5/27-20.4](#), [5/27-20.5](#), [5/27-20.7](#), [5/27-20.8](#), [5/27-21](#), [5/27-22](#), [5/27-23.3](#), [5/27-23.4](#), [5/27-23.7](#), [5/27-23.8](#), [5/27-23.10](#), [5/27-23.11](#), [5/27-23.15](#), [5/27-24.1](#), and [5/27-24.2](#).

[105 ILCS 435/](#), and [110/3](#), [Comprehensive Health Education Program](#).

[105 ILCS 435/](#), [Vocational Education Act](#).

625 ILCS 5/6-408.5, [Ill. Vehicle Code](#).

[23 Ill.Admin.Code §§1.420](#), [1.425](#), [1.430](#), and [1.440](#).

CROSS REF.: [4:165 \(Awareness and Prevention of Child Sex Abuse and Grooming Behaviors\)](#), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), 7:15 (Student and Family Privacy Rights), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior); 7:260 (Exemption from Physical Education), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

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#### Questions and Answers:

\*\*\*Required Question 1. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

Does the District provide anti-bias education and intergroup conflict resolution?

Yes (default)

No (IASB will remove the sentence regarding anti-bias education and intergroup conflict resolution from policy 6:60. If the Board has adopted policy 6:180, IASB will also remove Anti-bias education and intergroup conflict resolution from its list of extended instructional programs.)

\*\*\*Required Question 2. The repealed family life and sex education programs (105 ILCS 5/27-9.1 and 5/27-9.2, amended by P.A. 102-522) were replaced with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). But at the time of **PRESS** Issue 108's publication, the term *family life*, "including evidence-based and medically accurate information regarding sexual abstinence," remained in the Comprehensive Health Education Program (CHEP) (105 ILCS 110/3, amended by P.A. 102-464). The CHEP also includes many other health education topics that all elementary and secondary schools in Illinois must provide, including *teen dating violence* (105 ILCS 110/3.10, see 7:185, *Teen Dating Violence Prohibited*, for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use. For ease of administration, 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*. 105 ILCS 5/27-9.1a, added by P.A. 102-522. While the NSES law is effective immediately, ISBE has until 8-1-22 to develop its learning standards and resources, and at the time of **PRESS** Issue 108's publication, no guidance existed about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, may continue to do so for: (a) their 21-22 school years, and/or (b) continuing into the 22-23 school year and subsequent school years. Consult the board attorney if the district offered the now-repealed family life and sex education program to assess whether that program may continue during the 21-22 school and/or school years beyond.

Two choices exist for school boards related to providing students with a sex education curriculum:

1. No sex education; or
2. NSES a/k/a Comprehensive Personal Health and Safety and Sexual Health Education Program (105 ILCS 5/27-9.1a, added by P.A. 102-522, and see 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*).

While boards are not required to include sex education curriculum information in their policies, if they offer it, the new law requires them to identify the curriculum their district uses along with the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials. 105 ILCS 5/27-9.1a(e), added by P.A. 102-522. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

If NSES is offered, ensure that the superintendent implements both 6:60-AP1, *Comprehensive Health Education Program*, and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.

If developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b is offered, ensure that implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

Enter the board's choice below regarding communication to their communities in this policy about the sex education curriculum offered by the district:

- The Board does not offer NSES or developmentally appropriate consent education. (No change to the policy.)
- The Board offers NSES and/or developmentally appropriate consent education, but the Board will not communicate the curriculum chosen in this policy. (No change to the policy.)
- The Board offers National Sex Education Standards (NSES) curriculum, and the Board would like to communicate that in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.)
- The Board offers National Sex Education Standards (NSES) curriculum and developmentally appropriate consent education curriculum, and the Board would like to communicate both in this policy. (IASB will add the following sentences: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a. The Superintendent shall also implement a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)
- The Board either does not offer NSES, or offers NSES but does not want to communicate that in this policy, but the Board does offer developmentally appropriate consent education curriculum and wants to communicate it in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)

\*\*\*Required Question 3. Does the board that offer a unit of instruction in grades 9 through 12 about the process of naturalization pursuant to 105 ILCS 5/27-23.15, added by P.A. 102-472?

No (default)

Yes (IASB will add the following new item to this list: In grades 9 through 12, a unit of instruction about the process of naturalization by which a foreign citizen or foreign national becomes a U.S. citizen that includes content from the components of the naturalization test administered by the U.S. Citizenship and Immigration Services.)

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-13.2, amended by P.A. 102-195, which requires that in addition to instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and substance abuse, the subject must also cover the dangers of opioid abuse. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-6.3, added by P.A. 102-357. Schools must provide at least 30 minutes of play time for any school day five clock hours or longer in length. For any school days less than that, the total time allotted during the school day must be at least one-tenth of a day of attendance for the student. Time spent dressing or undressing for outdoor play may not count towards the daily time allotment. Play time must be computer-, tablet-, phone-, and video-free. Play time may be withheld as a disciplinary or punitive action only if a student's participation poses an immediate threat to the safety of the student or others. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654. 105 ILCS 5/10-20.74, added by P.A. 101-654, requires that districts submit an annual report to ISBE regarding educational technology capacities and policies. See the subhead **Educational Technology Committee** and footnote 20 in 2:150-AP, *Superintendent Committees*, available at **PRESS Online** by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 4. Updated to align with Illinois statute. **Issue 108, November 2021**

PRESSPlus 5. Boards that want their daily physical education requirement to align with their goal in policy 6:50, *School Wellness*, may replace "minimum of three days per five-day week" with their local daily requirements. If the board adopts changes to this policy's physical education requirement, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 6. Required by the Comprehensive Health Education Program law (105 ILCS 110/3). More detailed critical health problems and comprehensive health education program content is described in administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, available at **PRESS Online** by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 7. *Evidence-informed per Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

PRESSPlus 8. 105 ILCS 110/3 and 105 ILCS 5/10-23.13, amended by P.A. 102-610 a/k/a *Erin's Law* (child sexual abuse prevention). While 105 ILCS 5/10-23.13(b) states pre-K through 12th, this policy uses *all grades* for brevity and ease of administration. *Erin's Law* requires a policy addressing child sexual abuse prevention and curriculum content on that subject (see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*). A sentence in 6:60-AP1, *Comprehensive Health Education Program*, restates the basic recommendations from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: [www.isbe.net/Documents/erins-law-final0512.pdf](http://www.isbe.net/Documents/erins-law-final0512.pdf), which was the basis for HB 1975 text, which did not pass in the first half of the 102nd Ill. General Assembly but is used as the basis for sample content to implement P.A. 102-610 due to that Public Act's vagueness. The professional educator training component of *Erin's Law* is addressed in policies 5:90, *Abused and Neglected Child Reporting* and 5:100, *Staff Development Program*. The Report also

encouraged parental involvement because parents play a key role in protecting children from child sexual abuse. **Issue 108, November 2021**

PRESSPlus 9. Updated in response to 105 ILCS 5/27-22(e)(3.5), added by P.A. 101-654. At the time of **PRESS** Issue 108's publication, no definition or further information from ISBE existed about what *computer literacy* means. A common sense approach presumes the term includes those concepts carved out of computer science, such as everyday use of computers, keyboarding, accessing the Internet, etc. **Issue 108, November 2021**

PRESSPlus 10. Updated in response to 105 ILCS 5/27-20.08, added by P.A. 102-55. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. **Issue 108, November 2021**

PRESSPlus 11. Updated in response to 105 ILCS 5/27-23.15(b), added by P.A. 101-654. Optional until fall 2023. **Issue 108, November 2021**

PRESSPlus 12. Updated in response to 105 ILCS 5/27-21, amended by P.A. 102-411. **Issue 108, November 2021**

PRESSPlus 13. Updated in response to 105 ILCS 5/27-20.4, amended by P.A. 101-654. **Issue 108, November 2021**

PRESSPlus 14. Updated in response to 105 ILCS 5/27-20.8, added by P.A. 102-44. The regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate] will monitor districts' compliance with this law during the annual compliance review visits. Districts may meet this law's requirements through online programs or courses. **Issue 108, November 2021**

## Document Status: Draft Update

### 6:120 Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "*children with disabilities*," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year. [PRESSPlus1](#)

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to ~~the~~ IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's ~~disabled~~ students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

#### LEGAL REF.:

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

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

[42 U.S.C. §12101](#) *et seq.*, Americans With Disabilities Act.

[34 C.F.R. Part 106](#).

34 C.F.R. ~~§~~[Part 300](#).

[105 ILCS 5/14-1.01](#) *et seq.*, [5/14-7.02](#), and [5/14-7.02b](#).

[23 Ill.Admin.Code Part 226](#).

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

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#### PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/14-1.02, amended by P.A. 102-172. IDEA funds cannot be used to provide services for students beyond the age of 21. See ISBE's *Frequently Asked Questions: Public Act 102-0172 and Public Act 102-0173* (July 2021), at [www.isbe.net/Documents/FAQ-HB-40-HB-2748.pdf](http://www.isbe.net/Documents/FAQ-HB-40-HB-2748.pdf). Consult the board attorney for further guidance. **Issue 108, November 2021**

## Document Status: Draft Update

### 6:135 Accelerated Placement Program

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

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. 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; ~~and~~
4. By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows: [PRESSPlus1](#)
  - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
  - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
  - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. [PRESSPlus2](#)

Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227](#), Gifted Education.

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

### PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209, for all districts, including elementary-only districts. Though not explained in the statute, this is likely because State assessments in English language arts, mathematics, and science are required in grades 3 through 8 (105 ILCS 5/2-3.64a-5) and a student's State assessment results may place the student in high school courses. Consult the board attorney about practical implementation issues for an elementary school district, e.g., what to do if the elementary school district does not have a program for students to enroll in high school courses (If the Board has not adopted policy 6:315, *High School Credit for Students in Grade 7 or 8*, the sample can be found at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).), or if the elementary school district would like to offer advanced coursework not offered by the high school.

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student's postsecondary education or career goals. For a student entering

grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209. See 6:135-AP, *Accelerated Placement Program Procedures*, at **PRESS Online. Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/14A-32(b)(1), amended by P.A. 101-654, permits, but does not require this notification. **Issue 108, November 2021**

## Document Status: Draft Update

### 6:180 Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Early childhood at-risk program for students in pre-kindergarten.
2. Before-and after-school programs for students in grades K-6.
3. Tutorial program.
4. Outdoor education program.
5. Summer school, whether for credit or not.
6. Independent study, whether for credit or not.
7. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
8. Anti-bias education and activities to address intergroup conflict resolution. [PRESSPlus1](#)
9. Volunteer Service Credit Program
10. Vocational Academy
11. Advanced vocational training and/or career education program.

#### LEGAL REF.:

105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6.

105 ILCS 110/3, Comprehensive Health Education Program.and

105 ILCS 433/, Vocational Academies Act.

CROSS REF.: 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), 6:320 (High School Credit for Proficiency)

ADOPTED: October 23, 2017

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### PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict resolution, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict resolution pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

**See policy 6:60's PRESS Plus Question 1.** If the Board answers No, to indicate that the District does not provide anti-bias education, IASB will remove "Anti-bias education and activities to address intergroup conflict resolution." from this policy.

Consult the board attorney if the district wishes to offer intergroup conflict resolution separately; it is unclear whether these topics may be offered separately because the law lists them together. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **6:300 Graduation Requirements**

Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

The minimum requirements for high school graduation shall be twenty-two (22) units of credit and shall include the following courses:

1. Four units of English;
2. Two and one-half units of Social Studies;
3. Two units of Science;
4. Three units of Mathematics;
5. One-half unit of Consumer Education;
6. One-half unit of Driver's Education;
7. Four units of Physical Education as indicated below including one-half unit of Health Education.
8. One-half unit of Civics or equivalent.
9. Completing all courses as provided in the School Code, [105 ILCS 5/27-22](#).
10. Completing all minimum requirements for graduation as specified in State law.
11. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
12. Participating in State assessments that are required for graduation by State law.
13. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

All students, with the exceptions as cited in the School Code of Illinois, shall take and successfully pass physical education each semester. However, students with Individualized Education Plans (IEP's) who must utilize the time set aside for physical education to receive special education support and services, may be exempt from this physical education requirement. Students shall earn ½ unit of credit for each semester completed with a passing grade. Students presenting medical exemptions from the usual physical education program shall be placed in an adaptive physical education program when possible and receive ½ unit of credit for each semester completed with a passing grade.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements,
2. Notifying students and their parents/guardians of graduation requirements,
3. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty, this includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma, and
4. Taking all other actions needed or necessary to implement this policy.

#### Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they successfully meet all Lisle Community Unit School District 202 graduation requirements and received approval from the Building Principal through the petition process.

#### Certificate of Completion

A student with a disability who has an IEP prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed

four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

#### Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, the Vietnam Conflict or anyone honorably discharged from active duty in the armed forces, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/22-27](#), [5/27-3](#), [5/22-87](#), [PRESSPlus1 5/27-22](#), and [5/27-22.10](#).

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[23 Ill.Admin.Code §1.440](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grades 7 or 8), 6:320 (Credit for Proficiency), 7:40 (Non-Public School Students, Including Parochial and Home Schooled Students), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

## Document Status: Draft Update

### 6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the Board of Education to allow it to monitor the program's results. The program will:

1. Administers to students all standardized assessments required by the Illinois State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Conform to the schedule required by State law. It may include testing students in grades not required by State law to be tested.
4. Be uniformly applied to all students who are required to be tested, including: (a) students in a State approved transitional bilingual education or transitional program, and (b) students who have an Individualized Educational Plan (IEP).
5. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
6. Emphasize professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

105 ILCS 5/2-3.63, 5/2-3.64a-5, [5/2-3.64a-10](#), [5/2-3.107](#), [5/2-3.153](#), 5/10-17a, 5/22-82, and 5/27-1.

[23 Ill. Admin. Code §1.30\(b\) and § 375.10](#). [PRESSPlus1](#)

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

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### PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

#### Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to [105 ILCS 5/3-10](#)) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#)).

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

#### LEGAL REF.:

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

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

[Ill. Constitution, Art. I](#), §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, [5/10-20.63](#) (P.A.s 100-29 and 100-163, final citations pending), [PRESSPlus1](#) 5/10-22.5, and 5/27-1.

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 1:30 (School District Philosophy), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:10 (Educational Philosophy and Objective) 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), [7:165 \(Student Uniforms\)](#), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:20 Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

#### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

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

#### **Nondiscrimination Coordinator:**

Jen Law, Dir. of Student Services  
5211 Center Avenue, Lisle, IL 60532  
630/493-8000

#### **Complaint Managers:**

Jeff Howard, Principal Lisle High School  
Dave Keamey, Principal Lisle Junior High  
Melissa Payne, Principal Lisle Elementary  
5211 Center Avenue, Lisle, IL 60532  
630/493-8000

Mr. David Wilkinson,  
Dir. Of Finance  
5211 Center Avenue, Lisle, IL 60532  
630/493-8000

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

## Investigation Process

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

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

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

## Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

## Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

## Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

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

## LEGAL REF.:

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

105 ILCS 5/10-20.12, [5/10-22.5](#), [5/10-23.13](#), [PRESSPlus1](#) 5/27-1, and 5/27-23.7

[.775 ILCS 5/1-101 et seq.](#), Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

[West v. Derby Unified Sch. Dist. No. 260](#), 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 1:30 (School District Philosophy), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180

(Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

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**PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

## *Document Status: 5-Year-Review - Needs Review*

### **7:30 Student Assignment**

Homeless children shall be assigned according to policy 6:140, Education of Homeless Children. [PRESSPlus1](#)

#### Class Assignments

The Building Principal shall assign students to classes.

LEGAL REF.:

[105 ILCS 5/10-21.3](#), [5/10-21.3a](#), and [5/10-22.5](#).

CROSS REF.: 4:170 (Safety), 6:15 (School Accountability), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED: April 20, 2009

REVIEWED: October 21, 2013

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#### **PRESSPlus Comments**

PRESSPlus 1. McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. and Ill. Education for Homeless Children Act, 105 ILCS 45/. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:60 Residence

#### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. The administration may require proof of residence and legal custody.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days six months PRESSPlus1 after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

#### Requests for Nonresident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Board of Education may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

#### Tuition

Non-resident pupils attending the schools of the District for less than the school term shall have their tuition apportioned, however, pupils who become non-resident during a school term shall not be charged tuition for the remainder of the school term in which they become non-resident pupils.

For non-resident students who enroll before or during the first semester, an installment payment equal to one-half of the total tuition due shall be paid at the beginning of the first semester or at the time the non-resident student registers with the District. The remaining tuition amount shall be paid at the beginning of the second semester.

For non-resident students who enroll during the second semester, the total tuition amount for the remainder of the school year shall be paid at the time the student registers with the District.

#### Admission of Nonresident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools pursuant to whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

#### Homeless Children

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

### Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

### Delayed Residency

It is the intent of the District to provide an opportunity for parent(s)/guardian(s) who are moving into the District during the first (60) school days of the school year to enroll their child(ren) at the beginning of the school year, even though residency will not be established by the first day of school. This policy does not create a tuition-paying system for student(s) who live outside the District, and is available only to those families that meet the conditions established herein.

Upon the Superintendent's approval of the application of the parent(s)/guardian(s) of a non-resident student(s) who have taken steps indicating a desire and intention to move into the District, such parent(s)/guardian(s) may, upon fulfilling the requirements herein contained, be permitted to enroll the prospective student(s) in the District schools upon depositing with the Business Office an advance monetary guarantee amount as set forth herein.

To be eligible for enrollment, the parent(s)/guardian(s) must submit the following documentation to verify that the family reasonably expects to have established a residence, within the District, into which they will be moving prior to the end of the first sixty (60) school days of the school year:

- 1a. Home purchase contract including set guaranteed confirmation for occupancy date that falls during the first sixty (60) school days of the school year, or;
- 1b. If new construction, the parent(s)/guardian(s) must also provide written verification from the contractor/builder regarding closing date of the purchase and transfer of title and occupancy that falls during the first sixty (60) school days of the school year, or;
- 1c. Executed rental agreement including verification date for beginning of the lease (must be before the end of the first sixty (60) school days and continuing to at least the end of the current school year; and
2. Written authority for the District to contact the representative of the Seller, Landlord, or Contractor/Builder who will be contacted for confirmation before any approval.

If the parent(s)/guardian(s) cannot submit proof that they will be moving into the District by the last day of the first sixty (60) school days, early entrance is not an option and will not be approved.

If the proposed early entrance is approved, the parent(s)/guardian(s) shall, for each enrolled child, submit to the District, in the form of a Cashier's Check or Credit Card Authorization Form, a guarantee deposit in the amount of one-third (1/3) of the yearly tuition charge per student, as documented in the District's most recent Annual Financial Report, applicable to the first sixty (60) school days, which will be deposited and held by the District until the end of the first sixty (60) school days. If a credit card is utilized for the deposit, a non-refundable 2% processing fee will be charged to the parent(s)/guardian(s). The parent(s)/guardian(s) will also sign an Agreement that the District will return the deposit, but not the processing fee, if the family permanently moves in to the designated residence within the first sixty (60) school days, but if residency is not established during that time, the deposit will be forfeited and the District will permanently retain the funds.

The continuation of the student(s) in the District for the second sixty (60) school days of the school year will be contingent upon the Superintendent's approval of the documentation that the family will establish residency in the District during the second sixty (60) days of the school year and a deposit of a similar Cashier's Check or Credit Card Authorization Form with the District, subject to similar conditions noted above, for one-third (1/3) of the yearly tuition charge per student, applicable to the second sixty (60) school days of the school year. If a credit card is utilized for the deposit, a non-refundable 2% processing fee will be charged to the parent(s)/guardian(s). The parents will sign an Agreement that the District will return the deposit, but not the processing fee, if the family permanently moves in within the second sixty (60) school days of the school year, but if the residency is not established during that time, the deposit will be forfeited and the District will permanently retain the funds.

The continuation of the student(s) in the District for the third sixty (60) school days of the school year will be subject to the same conditions as outlined for the first and second sixty (60) school days.

### LEGAL REF.:

~~McKinney-Vento Homeless Assistance Act~~, 42 U.S.C. §11431 et seq., ~~McKinney-Vento Homeless Assistance Act~~.

105 ILCS 5/10-20.12a, 5/10-20.12b, ~~and 5/10-22.5~~, ~~and 5/10-22.5a~~.

105 ILCS 45/, ~~Education for Homeless Children Act~~ and ~~70~~.

105 ILCS 70/, Educational Opportunity for Military Children Act

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High Sch., 200 Ill. App. 3d 235, 601 N.E.2d 1264 (1st Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (1st Dist. 1997).

Kraut v. Rachford, 366 N.E.2d 497 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: January 23, 2017

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**PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:70 Attendance and Truancy

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, PRESSPlus1 including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), PRESSPlus2 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 health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. PRESSPlus3

#### Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified. 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.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to: PRESSPlus4
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to 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. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police

department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that out-of-school suspensions, expulsions, or court action, shall not be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17 year old resident to participate in the District's various programs and resources for truant students. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.:

[105 ILCS 5/26-1 through 186](#).

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242 and 1.290](#).

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

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## PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406, which prohibits schools from requiring students excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s. 102-266 and 102-321. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate school support personnel. See policy 7:250, *Student Support Services*. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471, requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student's pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause. **Issue 108, November 2021**

PRESSPlus 4. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157, requires the incorporation of provisions relating to chronic absenteeism in accordance with 105 ILCS 5/26-18. 105 ILCS 5/26-18 requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). **Issue 108, November 2021**

## Document Status: Draft Update

### 7:80 Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, ~~or~~ for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give notice to the Building Principal before the student's anticipated absence(s). ~~This notice shall satisfy the District's requirement for a written excuse when the student returns to school.~~ [PRESSPlus1](#)

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons ~~and include a list of religious holidays on which a student shall be excused from school attendance,~~ including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

#### LEGAL REF.:

~~Religious Freedom Restoration Act, 775 ILCS 35/.~~

105 ILCS 5/26-1 and 5/26-2b.

775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

~~ADOPTED: October 23, 2017~~

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#### PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406. Schools cannot require students who are excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
  - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
  - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, ~~guidance~~ [PRESSPlus1](#) counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

#### LEGAL REF.:

105 ILCS 5/10-20.64, 5/22-88.5 (final citation pending)

[55 ILCS 80/](#), Children's Advocacy Center Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

[720 ILCS 5/31-1](#) et seq., Interference with Public Officers Act.

[725 ILCS 120/](#), Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

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#### PRESSPlus Comments

PRESSPlus 1. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:160 Student Appearance

A student's appearance, including dress and hygiene grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, and safety, and decency. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. [PRESSPlus1 Q1](#) Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance, handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the Student Handbook(s).

LEGAL REF.:

105 ILCS 5/2-3.25 and 5/10-22.25b.

Tinker v. Des Moines Independent Sch.ool Dist., 89 S.Ct. 733 393 U.S. 503 (1969).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: October 23, 2017

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#### Questions and Answers:

\*\*\*Required Question 1. If the board would like to expand upon the law's requirement of race, ethnicity, or hair texture, IASB will amend this sentence as follows: "The District does not prohibit hairstyles or hair textures historically associated with historically associated with race, ethnicity, or hair texture, or any other protected classes under Board policy 7:10, Equal Educational Opportunities, including, but not limited to, protective hairstyles such as braids, locks, and twists."

Would the board would like to expand upon the law's requirement of race, ethnicity, or hair texture?

- No (default)
  - Yes.
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#### PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22, for recognition under 105 ILCS 5/2-3.25 (*Jett Hawkins Law*). For districts to receive recognition from the Ill. State Board of Education (ISBE), they must provide assurances of compliance with the *Jett Hawkins Law*. This policy's second sentence does that. ISBE will have resource materials on its website by 7-1-22. State or federal law also controls this policy's content. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.* [PRESSPlus1](#)

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, **and** (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, **and** (vii) **increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.** [PRESSPlus2](#)

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation

school and school district administrators, teachers, school [guidance](#) [PRESSPlus3](#) counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

#### **Nondiscrimination Coordinator:**

Jen Law, Dir. of Student Services  
5211 Center Avenue, Lisle, IL 60532  
630/493-8000

#### **Complaint Manager:**

Jeff Howard, Principal Lisle High School  
Dave Kearney, Principal Lisle Junior High  
Melissa Payne, Principal Lisle Elementary  
Dave Wilkinson, Dir. of Finance  
5211 Center Avenue., Lisle, IL 60532  
630.493.8000

#### **Anonymous Reporting:**

**Jen Law, Dir. of Student Services**  
Lisle Junior High  
630.493.8212  
Lisle High School  
630.493.8366

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students ~~treated as bullying for purposes of determining any consequences or other appropriate remedial actions.~~
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have knowingly making a falsely accused another of bullying, as a means of retaliation, as a means of bullying, or providing knowingly false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan ~~is~~ must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation: PRESSPlus5
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a

student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

- g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

#### LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, III. Human Rights Act.

~~105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.~~

23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 1:30 (School District Philosophy), 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

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#### PRESSPlus Comments

PRESSPlus 1. All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: [cyberbullying.org/](http://cyberbullying.org/), and the U.S. School Safety Clearinghouse website at [www.SchoolSafety.gov](http://www.SchoolSafety.gov). **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7(b), amended by P.A. 102-241. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

PRESSPlus 4. Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the

greatest extent practicable). For more information, see sample policy 7:200, *Suspension Procedures*, at f/n 8 and sample policy 7:210, *Expulsion Procedures*, at f/ns 11 and 13, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 5. All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years. 105 ILCS 5/27-23.7. See ISBE's *School Policies for Bullying Prevention* at: [www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf](http://www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf). **Issue 108, November 2021**

## Document Status: Draft Update

### 7:190 Student Behavior

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

#### When and Where Conduct Rules Apply

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

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

#### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, smoking/vaping and materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled

substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Possession of, use, control or transfer of any explosive or incendiary device, including fireworks. This includes any component of an explosive or incendiary device, e.g. schematics or other drawings, ignition agent(s), container(s), wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
12. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is

notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

### Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. In school suspension and all school activities in accordance with Board Policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from school activities.
12. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
13. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B](#) of the School Code.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### Isolated Time Out, Time Out, and Physical Restraint

Disciplinary measures of isolated time out, time out, or physical restraint are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education rules ([23 Ill.Admin.Code §§ 1.280, 1.285](#)), and the District's procedure(s).

School staff members are prohibited from using profane, derogatory or disrespectful language when disciplining a student. Staff members are prohibited from projecting a bullying-type application of the staff's authority.

### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of 1961 ([720 ILCS 5/24-1](#)).
2. Any explosive or incendiary device, including fireworks. This includes any component of an explosive or incendiary device, e.g., schematics or other drawings, ignition agent(s), container(s), wiring, etc. when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
3. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look alikes* of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

#### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### Student Handbook

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

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

Incorporated

by Reference: 7:190-AP4, (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

[20 U.S.C. §6081](#), Pro-Children Act of 1994.

[20 U.S.C. §7961](#) *et seq.*, Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, [and 5/31-3](#), ~~and 110/3-10~~. [PRESSPlus1](#)

[105 ILCS 110/3.10](#), Critical Health Problems and Comprehensive Health Education Act.

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

[410 ILCS 647/](#), Powdered Caffeine Control and Education Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[23 Ill.Admin.Code §§ 1.280, 1.285](#).

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), [7:315 \(Restrictions on Publications; High Schools\)](#), 8:30 (Visitors to and Conduct on School Property)

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## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **7:200 Suspension Procedures**

#### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a. A threat to school safety, or
      - b. A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c. That the student's continuing presence in school would either:
        - i. Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii. Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from [the Department of Human Services](#) [a local mental health agency](#), [PRESSPlus1](#) to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

Goss v. Lopez, 95 S.Ct. 729, 419 U.S. 565 (1975).

Sieck v. Oak Park River Forest High School Sch., 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: August 15, 2016

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the ~~the Dept. of Human Services~~ a local mental health agency, [PRESSPlus1](#) to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

Goss v. Lopez, 95 S.Ct. 729 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 10-22.6.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

~~ADOPTED: August 15, 2016~~

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### PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:240 Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. [PRESSPlus1](#) The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. Failure to comply with the Code of Conduct and Board Policy 7:190, *Student Behavior*, may result in disciplinary measures being taken. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

#### Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

#### LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).

Board of Education of Independent School Dist. No. 92 v. Earls, 536 U.S. 822 122 S.Ct. 2559 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Board of Education of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985) 478 N.E.2d 1209 (Ill.App.4, 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999) 706 N.E.2d 137 (Ill.App.5, 1999).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).

Vernonia School Dist. 475 v. Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: August 15, 2016

#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to U.S. Supreme Court's 2021 decision in Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021), which involved a student suspended from the cheerleading squad for one year after she posted two vulgar *snaps* on Snapchat while off campus during the weekend. The U.S. Supreme Court held that while schools may have a special interest in regulating some off-campus student speech, e.g., teaching good manners and preventing disruption, here the school's interests were insufficient to overcome the student's interest in free expression, and the one-year suspension violated the student's First Amendment rights. The Court noted that the school's interest in regulation was diminished by the fact that the student's speech did not identify the school, did not target any member of the school community, and was transmitted through a personal cell phone to an audience consisting of her private circle of Snapchat friends. Comments during oral argument suggest

the Court was particularly struck by the severity of the discipline issued as well. Careful factual analysis, in consultation with the board attorney, should occur when considering discipline of participants for off-campus activity. See 7:240-AP1, *Code of Conduct for Extracurricular Activities*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

## Document Status: Draft Update

### 7:250 Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease or infestation.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention [PRESSPlus1](#)

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

LEGAL REF.:

105 ILCS 5/10-23.13(b) and 5/21B-25(G).

405 ILCS 49/, Children's Mental Health Act of 2003.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

~~105 ILCS 5/10-20.58.~~

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

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### PRESSPlus Comments

PRESSPlus 1. Required by *Erin's Law*, 105 ILCS 5/10-23.13(b)(2), (3), and (5), amended by P.A. 102-610. See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for more information on Children's Advocacy Centers. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:260 Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. Any student being excused from participating in physical activities for more than 3 consecutive days due to illness/injury may be requested to submit a physician's note explaining the absence. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. [PRESSPlus1](#)

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

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

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

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

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

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.:

[105 ILCS 5/27-6](#).

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420](#)(p) and [§1.425](#)(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions)

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### PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405. A note from clergy or a religious leader is unnecessary and should not be requested by a district. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:290 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

#### Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the [School Code Section 5/2-3.166\(c\)\(2\)-\(7\)](#). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by [105 ILCS 5/10-22.39](#) for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. [PRESSPlus1](#) Implementation will incorporate paragraph number 2, above, along with Board policies:
  - a. ~~Board policy~~ 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. [6:120, Education of Children with Disabilities](#), implementing special education requirements for the District;
  - c. [6:140, Education of Homeless Children](#), implementing provision of District services to students who are homeless;
  - d. ~~Board policy~~ 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
  - e. [7:10, Equal Educational Opportunities](#), and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - f. [7:50, School Admissions and Student Transfers To and From Non-District Schools](#), implementing State law requirements related to students who are in foster care;
  - g. ~~Board policy~~ 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

#### Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

#### Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

#### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law. [PRESSPlus2](#)

#### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, [405 ILCS 49/](#), Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101 et seq.](#)

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

#### LEGAL REF.:

[42 U.S.C. § 1201 et seq. Individuals with Disabilities Education Act.](#)

[105 ILCS 5/2-3.166](#), [105 ILCS 5/2-3.139](#), [5/3-14.8](#), [5/10-20.73 \(final citation pending\)](#), [5/10-22.24a](#), [5/10-22.24b](#), [5/10-22.39](#), [5/10-20.75 \(final citation pending\)](#), [5/14-1.01 et seq.](#), [5/14-7.02](#), and [5/14-7.02b](#), [5/27-7.](#)

[405 ILCS 49, Children's Mental Health Act of 2003.](#)

[740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.](#)

[745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.](#)

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22, which added seven categories students who may be identified as being at increased risk of suicide. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-134 (district-issued ID cards for students, and information on districts' websites); and 105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-416 (districts must insert either the Safe2Help Illinois helpline or a local suicide prevention hotline on ID card, contact to identify each helpline that may be contacted through text messaging, and include the same in student handbooks and planners (if a student planner is custom printed by a district or its schools for distribution to students in any of grades 6 through 12)). The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). **Issue 108, November 2021**

## Document Status: Draft Update

### 7:310 Restrictions on Publications; Elementary Schools

#### School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

#### Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, [digital files](#) [MP3 files](#), flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, [digital files](#) [CD-ROM](#), etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., [text data](#) or voice messages delivered by cell phones, tablets, and other hand-held devices), [PRESSPlus1](#)

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks; or
4. Is reasonably viewed as promoting illegal drug use.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

#### Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-23.7.

[Hazelwood v. Kuhlmeier](#), [408 S.Ct. 562](#) [484 U.S. 260](#) (1988).

[Hedges v. Wauconda Cmty. Community Unit School Dist. No. 118](#), [9 F.3d 1295](#) (7th Cir. 1993).

[Tinker v. Des Moines Indep. Cmty. Sch. Dist.](#), [393 U.S. 503](#) (1969).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: January 23, 2017

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a five-year review. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:315 Restrictions on Publications; High Schools

Definitions [PRESSPlus1](#)

**Libel** means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

**Obscene** means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

**School official** means a Building Principal or designee.

**School-sponsored media** means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

**Slander** means the speaking of false statements of fact that seriously harm a living person's reputation.

**Student journalist** means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

**Student media adviser** means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

#### School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must: [PRESSPlus2](#)

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; [Q1](#) and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute use school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
  - a. Commit an unlawful act;
  - b. Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, School District Philosophy and 6:10, Educational Philosophy and Objectives, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, Student Social and Emotional Development, and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; [Q2](#) or
  - c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material [Text that fits into numbers](#)

one of the four prohibited categories listed (1) through four (4) above, in which case will not be tolerated and school officials the Superintendent or designee and/or student media advisers may review, edit, and or delete such media material before publication or distribution of the media. Q3

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

#### Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, or invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

#### Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-20.08 and 5/27-23.7.

~~Speech Rights of Student Journalists Act~~, 105 ILCS 80/, Speech Rights of Student Journalists Act.

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

~~Hazelwood v. Kuhlmeier, 408 S.Ct. 562~~ 484 U.S. 260 (1988).

Morse v. Frederick, 551 U.S. 393 (2007).

~~Hedges v. Wauconda Cmty. Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).~~

~~Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969)~~

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED: January 23, 2017

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### Questions and Answers:

\*\*\*Required Question 1. Number 5 in the list is intended to align with the *media literacy* curriculum mandate for students in grades 9 through 12 that starts in the fall of 2022 and is listed at 105 ILCS 5/27-20.08, added by P.A. 102-55, and policy 6:60, *Curriculum Content. Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. Id. Media literacy instruction must include a component on social responsibility and civics that includes “[s]uggesting a plan of action in the class, school, or community to engage others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.” Providing opportunity and space for expression of differing opinions in media aligns with and promotes this inclusive dialog.

For boards that provide student journalists more flexibility, IASB will make the following three edits: (1) replace “Student journalists must” with: “Student journalists shall strive to.” (2) amend number 5 to read: “In the use of personal opinions, editorial statements, and/or letters to the editor, determine the need to provide opportunity and space for the expression of differing opinions within the same media to align with the District’s media literacy curriculum mandate in in 105 ILCS 5/27-20”, and (3) delete number 6.

Would the board like to provide student journalists more flexibility?

- No (default)
- Yes (IASB will make the edits described above.)

\*\*\*Required Question 2. 105 ILCS 80/15 broadly allows school boards to limit speech that would incite violation of any policy. This policy language follows the statute. Policies most often needing assessment are those that involve a district’s educational mission and philosophy and social appropriateness language for student body’s age(s)/maturity. School officials must be careful to understand that that law is written that student journalists using media to *incite* other students to act a certain way is the exception. Additional text may be added to (1) underscore that 105 ILCS 80/15 does not authorize or protect expression that *incites* students to violate board policies, and (2) reminds students and the community that school officials have many legal obligations to implement and enforce specific board policies and ensure school environments are safe and conducive to learning.

While 105 ILCS 80/20 limits liability of school districts for a student journalist’s expression, except in cases of willful or wanton misconduct, discuss with the board attorney how to balance the rights of student journalists under this law and the other policy implementation duties that face school officials with board policies and laws.

For boards that want to provide additional text to the word-for-word statutory language in their policies, IASB will add to item 4.b:

including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development* and 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*.

Would the board like to provide additional text to the word-for-word statutory language in this policy?

- No (default)
- Yes (IASB will add the text shown above.)

\*\*\*Required Question 3. 105 ILCS 80/10 requires school officials to show justification without undue delay before limiting student expression. For boards that want the student media advisor to provide student journalists with written justification prior to limiting materials, insert the following sentence to end the paragraph:

In such cases, the student media adviser will promptly provide the student journalist with a written justification prior to limiting the material.

Does the board want the student media advisor to provide student journalists with written justification prior to limiting materials?

- No (default)
  - Yes (IASB will add the sentence shown above.)
- 

### **PRESSPlus Comments**

PRESSPlus 1. This policy is updated in response to feedback from the Student Law Press Center, a national non-profit student journalist advocacy group, and from Ill. Council of School Attorneys (ICSA) members. **Issue 108, November 2021**

PRESSPlus 2. Consult the board attorney about text that balances the student journalists' rights to have control of their media publications with the board's interests in (a) ensuring differing opinions are published, (b) this Act, and (c) providing student journalists opportunities to apply the upcoming Illinois media literacy curriculum mandates. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 <sup>PRESSPlus1</sup> years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, ~~The District will comply with State or federal law with regard to release of an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records, including, where applicable,~~ without notice to, or the consent of, the student's parent/guardian <sup>or eligible student.</sup> <sup>PRESSPlus2</sup> Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

#### Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18<sup>th</sup> birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

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

50 ILCS 205/7, [Local Records Act](#).

105 ILCS 5/10-20.12~~21b~~, 5/20.37, 5/10-20.40, and 5/14-1.01 et seq. [105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[325 ILCS 17/](#), Children's Privacy Protection and Parental Empowerment Act.

[750 ILCS 5/602.11](#), Ill. Marriage and Dissolution of Marriage Act.

[23 Ill.Admin.Code Parts 226](#) and [375](#).

[Owasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

*Chicago Tribune Co. v. Chicago Bd. of Ed.*, 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

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## **PRESSPlus Comments**

PRESSPlus 1. 705 ILCS 405/5-905, amended by P.A. 98-61, applies to law enforcement records of minors arrested or taken into custody before their 18th (formerly 17<sup>th</sup>) birthday. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to feedback from PRESS Advisory Board (PAB) members. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:345 Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, [105 ILCS 85/](#), amended by P.A. 101-516, eff. 7-1-21.

#### Definitions

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

#### Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

#### Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

#### LEGAL REF.:

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

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[23 Ill. Admin. Code Part 380](#) [PRESSPlus1](#)

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:60 (Curriculum Content), 6:235 (Access to Electronic Networks), 7:15 (Student and Family Privacy Rights), 7:340 (Student Records)

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

## *Document Status: 5-Year-Review - Needs Review*

### **8:100 Relations with Other Organizations and Agencies**

The Board shall establish positive working relationships with public and private organizations which contribute to the education process and to the general welfare of the citizens of the community.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness, Management, and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED: November 17, 2014

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**FOR DISCUSSION**

**Lisle Community Unit School District 202  
Board of Education Meeting  
December 20, 2021**

**SUBJECT:** Freedom of Information Act Request

**BACKGROUND DATA:** The District received Freedom of Information Act request(s) from the following individual(s):

- 1) Yueh Liu
- 2) Dan Grecco

The District will respond to all the request(s) within the required timeline.

Lisle Community Unit School District #202  
Attn: Freedom of Information Officer  
5211 Center Avenue  
Lisle, IL 60532

FOIA Officer:

Please provide the following related to the Tate Woods School property:  
All approved engineering drawings for the existing off site parking lot across from Tate Woods School, 1736 Middleton, Lisle, IL

Copies of all permits issued to build, modify, maintain and/or repair said off site parking lot.

Copy of recent traffic study including study for 350 cars referenced at Village of Lisle Board meeting, 12/6/21.

Thanks,

Yueh Liu  
Lisle resident  
4504 Schwartz Ave  
Lisle, IL 60532  
708-533-7522  
[Yuehliu2000@yahoo.com](mailto:Yuehliu2000@yahoo.com)

**From:** Dan Grecco <[dgreccod@netscape.net](mailto:dgreccod@netscape.net)>  
**Sent:** Thursday, December 16, 2021 2:31 PM  
**To:** [kfilipiak@lisle202.org](mailto:kfilipiak@lisle202.org)  
**Subject:** FOIA Request

FOIA Officer Filipiak,

At the Village of Lisle's 2021 December Trustee's meeting, you mentioned in public forum that a Traffic Study had been conducted by District 202, regarding a 350 student enrollment at the Tate Woods School location. Regarding this, I would request a full copy of that engineering report, or any other scenario above 150 students that was conducted within the past 2 years.

Thank you,  
*Dan Grecco, P.E.*  
*Licensed Civil Engineer IL, IN, WI, MI, & NY*  
*(630) 745-0524 cell - (primary)*

# Superintendent's Report – December 2021

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## Lisle Elementary School

### Indigenous/Native American Studies

Our fifth graders have been learning about Native American history during the “Native America” unit and answering the question, “How can we better honor the cultural heritage of this land?” as part of our new Social Studies curriculum. The primary focus of this unit is to form a deeper understanding of the rich and varied cultures and histories of our country’s Native American peoples. As a culminating project, classes planned and designed a “museum” exhibit to show what they have learned. One of the classes displayed panels showing their learning in the LRC. Classes were invited to the LRC to learn about the beautiful and diverse people who lived in the land that is now our country long before Europeans arrived.

### Fifth Grade Band & Chorus Concert

On December 14th, the Lisle Elementary 4th & 5th Grade Chorus and 5th Grade Beginning Band held their Winter Concert for their families at Lisle High School. The Chorus sang wonderfully and shared songs with a wintry theme. The 5th Grade Band students, who just started on their instruments in September, performed selections such as "Hot Cross Buns" and "Mary Had a Little Lamb" as well as some holiday favorites. The two groups joined together for their final rousing number, "Up on the Housetop." The Chorus was directed by Mrs. Arlene Leonard and accompanied by Mrs. Pat Kerback, and the Band was led by Mr. Phillip Meyer and Mr. Scott Gumina. Fun was had by all!

## Lisle Junior High School

### School Spelling Bee

The annual LJHS Spelling Bee was held on December 8th. The competition was a nail-biter that lasted 17 rounds. Congratulations to the following students:

	6th-Grade	7th-Grade	8th-Grade	Building-Wide
Winner	Bernadette W.	Nisa G.	Sadie L.	Nisa G.
Runner-Up	Ephraim M.	Dani E.	Hunter C.	Dani E.
Honorable Mentions	Rose H., Oyuhai S., Henry S., Joey S., and Ephrem W.			

Congratulations to all our participants and winners. The building-wide winner, NisaG., won for the second consecutive year and will represent our school at the county Spelling Bee in February.

### Winter Spirit Days

Lisle Junior High School hosted dress up days in the countdown to Winter Break. Students had a great time participating in the themed days such as winter comfy wear, holiday t-shirt, holiday PJs and more.

## Lisle High School

### Winter Concerts

The high school hosted three tremendous music concerts in December.

- MOSAIC - an all-new concert format featured small and large group performances by both the band and choir was held on December 1st..
- Winter Band Concert - The Lisle High School band played holiday classics and more was held on December 8th.
- Winter Choir Concert - The Lisle High School choirs performed a wide variety of pieces on December 15th.

The band and choir concert livestream recordings are available on the Lisle High School Athletics/Activities YouTube channel.

### [Spring Musical](#)

Lisle High School is proud to announce the 2022 spring musical Sister Act will run March 18th, 19th & 20th this coming spring. Try-outs were held this past week.

### [Winter Basketball Tournament](#)

Beginning December 27th and running through December 30th, the Lisle Women's Basketball program will host the 2021 Cage Classic Holiday Tournament. The tournament features 16 sophomore teams and 16 varsity teams competing for the Holiday Classic Trophy. The #11 seeded Lions will take on the #6 seeded Rosary Royals on December 27th at 8:00pm in the South Gym.

### [Pride of Lions](#)

Congratulations to the November Pride of the Lions award winners - Kylie Cullerton - English, Abby Gavigan - Science & Engineering, Brooklyn Hargrave - Math, Brayden Harris - Student Services, Mia Mazzolini - Social Studies, Michel Rachwal - Fine Arts, Dillon Roehn - Wellness and Julia Vasich - World Languages

### [All-State Band](#)

Congratulations to senior Drew Sohl who was selected for All-State Band. The All-State Band will perform at the 2022 Illinois Music Education Conference (IMEC) being held January 26-29 in Peoria, Illinois.

### [Therapy Dogs Visit LHS](#)

The high school had some very special guests visit on December 16th! Students and staff were able to de-stress before finals with the furry friends during their study hall/planning periods! Thank you to LCC Kare 9 Military Ministry for bringing their certified therapy dogs to our school.

## **District**

### [Second Dose COVID-19 Vaccine Clinic for Children Ages 5-11](#)

Lisle Elementary School hosted the second dose COVID-19 Vaccination Clinic on Wednesday, December 1st. We are pleased to share that approximately 220 children were vaccinated at this event.

### [School Lunch Calendar Format Change](#)

Our food service provider, Aramark, is experiencing some limited product availability due to supply chain issues. As a result, the school lunch menu is now posted as a weekly menu in an effort to share more accurate information with our families. The menu is now created as a digital calendar which allows Aramark to make changes that will be immediately reflected on the public lunch menu. We encourage families to check the menus daily to view the most accurate information.

### [Winter 2021 District Art Show](#)

Artists from K-12 are featured in the inaugural virtual Winter Art Show. Paintings, drawings, sculptures, and more are showcased in the many presentations available on our website. [Click here to view the presentations.](#)

## **Lisle Community Unit School District 202 BOARD REPRESENTATIVE REPORT**

Legislative Education Network of DuPage (LEND)  
Prepared by – Pam Ahlmann

On December 13, 2021, Dr. Filipiak and Mrs. Ahlmann participated in a Zoom call, hosted by LEND, for the Illinois State Board of Education (ISBE). The ISBE is exploring improvements to the grade 3-8 Illinois Assessment of Readiness (IAR) math and English state assessment. An important part of their process is collecting feedback from educators and stakeholders across the state to help identify the priorities and potential options for moving forward.

Dr. Brenda Dixon, Research and Evaluation Officer for ISBE, introduced plans to solicit input from a wide range of educators and stakeholder groups. Working with their partners at the National Center for the Improvement of Educational Assessment, ISBE designed a survey to collect feedback that will assist them in providing recommendations to the State Board in spring 2022, to keep or revise the IAR assessment.

Their goal is to support student learning by addressing concerns to make the assessment more useful and less stressful; include options to decrease testing time for the end of the year test; provide more timely, instructionally useful information; and provide a more equitable assessment across the state, by reducing the need to spend district funds on additional assessments throughout the year. They will also attempt to prioritize the purpose of the assessment to design a solution in line with what educators and stakeholders care most about. Options include determining whether students have met state expectations for performance; the degree to which a student has progressed over time (i.e., growth); performance relative to national benchmarks; feedback on strengths and needs.

Additionally, ISBE plans to release a Request for Sealed Proposal (RFSP) for a Spanish language assessment that mirrors the design and format of the ELA assessment.

Additional Information:

[Video](#) from Illinois State Board of Education explaining survey process

Recent Article News Article on Topic - [Illinois legislators call on state school board to pause state assessment switch](#)



**Board of Control Meeting  
October 27, 2021  
SASED Administrative Center  
2900 Ogden  
Lisle, IL 60532  
MINUTES**

Dr. Matt Rich, Chairperson, called the meeting to order at 6:35 p.m. and welcomed those in attendance.

Roll call was taken with the following responding:

<b>Present:</b>	<b>District</b>	<b>Representative</b>
	Keeneyville School District #20	Terry Walloch
	Benjamin School District #25	Jack Buscemi
	Winfield School District #34	Dr. Matt Rich
	Salt Creek School District #48	Raymond Kielminski
	Cass School District #63	Mark Cross (arrived 6:37 p.m.)
	Center Cass School District #66	Dr. Andrew Wise
	Woodridge School District #68	Tom Ruggio
	Community High School District #94	Lynn Casey-Maher
	Community High School District #99	Joanna Vazquez Drexler
	Westmont Community Unit School District #201	Leah Conover
	Lisle Community Unit School District #202	Steve Lesniak

<b>Absent:</b>	West Chicago Elementary School District #33	Dr. Kristina Davis
	School District #45, DuPage County	Dr. Anthony Palmisano
	Downers Grove School District #58	Emily Hanus
	Maercker District #60	Dr. Sean Nugent
	DuPage High School District #88	Dr. Jean Barbanente
	Community Consolidated School District #180	Dr. Thomas Schneider
	Elmhurst Community Unit School District #205	Dr. Keisha Campbell

**Present:** 11 Districts

**Absent:** 7 Districts

Also in attendance:

- Dr. Melinda McGuffin, Executive Director, SASED
- Don Robinson, Treasurer and Director for Business, SASED
- Dr. Kennedy Strickland Dixon, Director for Programs & Services, SASED
- Julie Grohn, Director for the Human Resource Department, SASED
- Christine Martin, Asst. Director for Programs & Services, SASED
- Anita Howard, Recording Secretary, SASED

- 1. Chairperson Rich moved to appoint Member Jack Buscemi as secretary pro-tem with no objection. On voice vote, motion passed.**
- 2. Pledge of Allegiance**

3. **Public Comment--none**

4. **Closed Session**

*I move to recess to closed session at 6:39 p.m. for the purposes of:*

- a. Discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1*
- b. Discussing collective negotiating matters between the public body and its employees or its representatives, or deliberations concerning salary schedules for one or more classes of employees.*

*This motion, made by Board Member Cross and seconded by Board Member Weiss, Passed.*

**Upon roll call vote:**

Ayes: Keeneyville School District #20  
Benjamin School District #25  
Winfield School District #34  
Salt Creek School District #48  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
Community High School District #94  
Community High School District #99  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33  
School District #45, DuPage County  
Downers Grove School District #58  
Maercker District #60  
DuPage High School District #88  
Community Consolidated School District #180  
Elmhurst Community Unit School District #205

**Ayes: 11 Districts      Nays: 0 Districts      Absent: 7 Districts**

**Returned to open session at 7:01 p.m.**

5. **Consent Agenda**

I move to approve the following consent agenda items as presented. This motion, made by Board Member Rich and seconded by Board Member Casey Maher, Passed.

- a. Approved Minutes of the September 8, 2021 Finance committee meeting and the September 22, 2021 open and closed session meetings with correction of spelling of Member Walloch's name on closed session minutes
- b. Personnel Recommendations
  - 1) Accepted/Approved the Resignations, Retirements, Appointments of Educational Support Personnel, Licensed Staff and Registered Staff; Appointments of Contracted Staff; and Change of Employment Status for Licensed Staff as presented
- c. Accepted the Financial Reports
  - 1) Treasurers Report--September 2021

- 2) Revenue & Expenditure Reports--September 2021
- 3) Gross Payrolls--September 2021; \$1,665,961.21
- 4) Interim Payrolls--September 2021; \$1,665,961.21
- 5) Bill List--October 2021; \$399,005.60
- 6) Interim Checks--September 2021; \$622,978.70
- 7) Voided Checks--September 2021; \$15.14
- d. Approved insurance renewals as presented
- e. Approved PowerSchool Renewal Agreement
- f. Adopt CIT Bank, N.A. Resolution naming account administrators
- g. Approved Facilities Use Agreement with NIU Naperville
- h. Authorized the release of disbursements prior to the December Board of Control meeting
- i. Approved destruction of the March 25, 2020 and April 22, 2020 closed session recordings

**Upon roll call vote:**

**Ayes:** Keeneyville School District #20  
 Benjamin School District #25  
 Winfield School District #34  
 Salt Creek School District #48  
 Cass School District #63  
 Center Cass School District #66  
 Woodridge School District #68  
 Community High School District #94  
 Community High School District #99  
 Westmont Community Unit School District #201  
 Lisle Community Unit School District #202

**Nays:** None

**Absent:** West Chicago Elementary School District #33  
 School District #45, DuPage County  
 Downers Grove School District #58  
 Maercker District #60  
 DuPage High School District #88  
 Community Consolidated School District #180  
 Elmhurst Community Unit School District #205

**Ayes: 11 Districts      Nays: 0 Districts      Absent: 7 Districts**

**6. Discussion Without Action**

- a. Project Search Recognition— Dr. McGuffin shared that SASSED’s Project Search team has earned an Excellent Employment Outcome Award for achieving between 70% and 90% employment for 2019-2020. She commended Tina Cerney, Program Administrator, Kati Curby, Teacher, and the Parents Alliance for their work with our students to attain this level of excellence.
- b. Enrollment Update— Dr. McGuffin provided the enrollment update commenting there is an increase of 10 students, with some referrals pending. There have been times when students couldn’t be enrolled from member districts due to staffing issues and not being able to provide a student’s required services.
- c. Board Committee Updates—There was no policy committee meeting due to no PRESS update and the finance committee is meeting November 10<sup>th</sup>.

**7. Discussion with Action**

- a. Approve intergovernmental agreements with Districts Marquardt SD15, Lombard SD44, Fairmont SD 89, North Palos SD 117, Orland SD 135, Palos Heights SD 128, Mokena SD 159, Joliet Tsp HSD 204, Lincoln-Way CHSD 210, Community HSD 218 and Community HSD 230

*I move to approve the intergovernmental agreement between SASED and Marquardt SD15, Lombard SD44, Fairmont SC 89, North Palos SD 117, Orland SD 135, Palos Heights SD 128, Mokena SD 159, Joliet Tsp HSD 204, Lincoln-Way CHSD 210, Community HSD 218 and Community HSD 230 for 2021-2022 as presented. This motion, made by Board Member Cross and seconded by Board Member Lesniak, Passed.*

*Discussion included these are DuPage West Cook contracts.*

**Upon roll call vote:**

Ayes: Keeneyville School District #20  
Benjamin School District #25  
Winfield School District #34  
Salt Creek School District #48  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
Community High School District #94  
Community High School District #99  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33  
School District #45, DuPage County  
Downers Grove School District #58  
Maercker District #60  
DuPage High School District #88  
Community Consolidated School District #180  
Elmhurst Community Unit School District #205

**Ayes: 11 Districts      Nays: 0 Districts      Absent: 7 Districts**

b. Approve Early Choices contractor agreement with Michelle Sands

*I move to approve the Early Choices contractor agreement with Michelle Sands in the amount of \$8,000 as presented. This motion, made by Board Member Vazquez Drexler and seconded by Board Member Casey-Maher, Passed.*

Discussion included the work is for the Early Choices grant and is creating a framework for evaluation and analyzing data.

**Upon roll call vote:**

Ayes: Keeneyville School District #20  
Benjamin School District #25  
Winfield School District #34  
Salt Creek School District #48  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
Community High School District #94

Community High School District #99  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33  
School District #45, DuPage County  
Downers Grove School District #58  
Maercker District #60  
DuPage High School District #88  
Community Consolidated School District #180  
Elmhurst Community Unit School District #205

**Ayes: 11 Districts      Nays: 0 Districts      Absent: 7 Districts**

c. Board action to terminate Shawn Hrabacka for job abandonment/resignation  
*I move to terminate employment of Shawn Hrabacka for job abandonment/resignation. This motion, made by Board Member Rich and seconded by Board Member Cross, Passed.*

**Upon roll call vote:**

Ayes: Keeneyville School District #20  
Benjamin School District #25  
Winfield School District #34  
Salt Creek School District #48  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
Community High School District #94  
Community High School District #99  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33  
School District #45, DuPage County  
Downers Grove School District #58  
Maercker District #60  
DuPage High School District #88  
Community Consolidated School District #180  
Elmhurst Community Unit School District #205

**Ayes: 11 Districts      Nays: 0 Districts      Absent: 7 Districts**

d. Authorize purchase of Chromebooks and replacement laptops  
*I move to authorize the purchase of Chromebooks and replacement laptops in the amount of \$118,550 as quoted. This motion, made by Board Member Wise and seconded by Board Member Vazquez Drexler, Passed.*

Discussion included if SASED has the grant money which administration responded some has been received and are waiting for additional funding.

**Upon roll call vote:**

Ayes: Keeneyville School District #20  
Benjamin School District #25  
Winfield School District #34  
Salt Creek School District #48  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
Community High School District #94  
Community High School District #99  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33  
School District #45, DuPage County  
Downers Grove School District #58  
Maercker District #60  
DuPage High School District #88  
Community Consolidated School District #180  
Elmhurst Community Unit School District #205

**Ayes: 11 Districts      Nays: 0 Districts      Absent: 7 Districts**

**8. Closed Session**

a. Discussing self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).

*I move to recess to closed session at 7:15 p.m. to discuss self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).*

*This motion, made by Board Member Vazquez Drexler and seconded by Board Member Casey-Maher, Passed.*

**Upon roll call vote:**

Ayes: Keeneyville School District #20  
Benjamin School District #25  
Winfield School District #34  
Salt Creek School District #48  
Cass School District #63  
Center Cass School District #66  
Woodridge School District #68  
Community High School District #94  
Community High School District #99  
Westmont Community Unit School District #201  
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33  
School District #45, DuPage County  
Downers Grove School District #58  
Maercker District #60  
DuPage High School District #88  
Community Consolidated School District #180  
Elmhurst Community Unit School District #205

**Ayes: 11 Districts      Nays: 0 Districts      Absent: 7 Districts**

9. **Returned to Open Session at 8:23 p.m.**

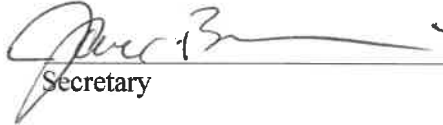
10. **Adjournment**

*I move to adjourn the meeting at 8:24 p.m.*

*This motion, made by Board Member Buscemi and seconded by Board Member Kielminski, Passed upon voice vote.*



Chairperson



Secretary



**FINANCE COMMITTEE MEETING**

**Minutes**

**November 10, 2021**

**SASED Administrative Center**

**2900 Ogden**

**Lisle, IL 60532**

1. Meeting was convened at 5:36 p.m. with the following present:

Benjamin SD 25, Jack Buscemi  
Winfield SD 34, Dr. Matt Rich  
Woodridge SD 68, Tom Ruggio  
Westmont SD 201, Leah Conover (arrived 5:57 p.m.)  
Sue Caddy, Business Manager, Maercker District 60

Also in attendance:

Dr. Melinda McGuffin, Executive Director, SASED  
Don Robinson, Director for Business, SASED  
Anita Howard, Recording Secretary, SASED

Absent: Salt Creek SD 48, Ray Kielminski

2. School Maintenance Grant -The needed Southeast School improvements as listed in the School Maintenance Grant have cost \$38,000 to date. SASED has a matching grant for \$50,000 and remaining identified work are doors and cabinetry. According to ARCON, SASED's architect, there has been a 40% increase in costs for the door work. The recommendation is to complete as many of the doors as possible and pay for the remaining work without the grant. Additional work needed includes the playground surface at Southeast which is degrading and the anticipated cost is about \$3,800 before looking at doing a major redo; the plenum and consideration of that as a component of the AC system (simultaneous completion). In the meantime, we will be doing some roof patching. Discussion included if the roof needs to be removed twice and the clarification that cooperatives cannot use ESSER funds for plenum/ventilation systems as districts can. Given the ESY program being partially housed at Southeast, in 2022, the work will be possibly completed in 2023.
3. Investment Update—Director of Business, Don Robinson shared investment changes he made because he found funds were in savings/checking accounts with very little return. Discussion included if the funds are guaranteed, Mr. Robinson shared yes because much are backed by the government. 5<sup>th</sup>/3<sup>rd</sup> Bank has done a lot of research and came in with a good plan to assist the cooperative.
4. Lease 2900—November 1<sup>st</sup> was the sixth anniversary of being in the administrative center at 2900 Ogden. The current lease is for 10 years. The building owners are very responsive to any concerns including the issues this summer with the AC and have added a backup generator to support the energy supply issues. While water leaking in from rain has been an issue, the owners have always quickly responded to repair. There are some concerns including needing to look at the student space with anticipated numbers as well as accessibility with only one method of egress. Discussion included potential cost of an elevator and the viability of that option. Reviewing what is needed for students and safety and how those needs evolve in relation to the building.



The results of strategic planning regarding transition students and what districts think is needed will also have an impact on decision-making including the age change for transition students and the challenges of transportation.

5. Tuition Billing—The goal is to provide a more predictable cost to assist districts in their budget development. While it's never possible to identify an exact number for enrollment, it is possible to project staffing to an extent. Add-on services are separate from regular tuition costs. Another goal is to provide the menu of services earlier in the calendar to assist with statutory deadlines, etc. One consideration is to identify a rate and make adjustments the following year. Administration can do a three-year tuition average to see if it is stable and work on simplifying the menu of service to also help with predictability. SASED's fund balance is accrued from districts, and it is an appropriate use of the funds to offset costs to ease impact on districts. It was agreed to keep separate tuitions while not getting lost on minutia. The ultimate goal is to go into the 2023-24 school year with one tuition bill.
6. Motion made by Member Buscemi, seconded by Member Ruggio to adjourn the meeting at 6:36 p.m. On voice vote, motion carried.

A handwritten signature in black ink, appearing to be 'M. S. R.', written over a horizontal line.

Chairperson

A handwritten signature in black ink, appearing to be 'Joel R.', written over a horizontal line.

Secretary



**DUPAGE/WEST COOK BOARD  
BOARD BRIEFS  
2<sup>nd</sup> QUARTERLY MEETING FY22  
NOVEMBER 11, 2021**

**BOARD MEMBERS**

**CHAIRPERSON**

Dr. James Gunnell  
Executive Director, AERO

**VICE CHAIRPERSON**

Jim Nelson, Executive Director  
NDSEC

**SECRETARY**

Dr. Ellie Ambuehl  
Executive Director, LADSE

Dr. Mary Furbush  
Executive Director, CASE

Dr. Danelle Welch  
Executive Director, LASEC

Mr. Michael James  
Executive Director, PAEC

Tammy Prentiss, Superintendent  
SD #86, Representing Hinsdale  
School Districts 86 & 181

Dr. Ebony Lofton, Chief  
Academic & Accountability Office  
Oak Park Elementary SD 97

Elizabeth Dejewski, Director  
Cicero SD 99

Shalema Francois-Blue, Director  
Oak Park River Forest SD 200C

Erica Ekstrom  
Executive Director  
Wheaton/Warrenville SD 200D

Timothy Truesdale, Superintendent  
J.S. Morton High SD 201C

Lisa Xagas  
Assistant Superintendent  
Naperville CUSD 203

Christina Sepiol  
Assistant Superintendent  
Indian Prairie CUSD 204

Dr. Mindy McGuffin  
Executive Director, SASED

**NON-VOTING MEMBERS**

David Dore, Director  
Norridge SD 80  
Susan Piltaver, Director  
Schiller Park SD 81  
Suzanne Bement, Director  
Maywood-Melrose Park-  
Broadview SD 89  
Margaret Turner, Director  
Berwyn North SD 98,  
Representing School Districts  
90,91, 98, 100  
Cynthia Riha, Director  
Oak Lawn-Hometown SD 123  
Dr. Kari Smith, Asst. Supt of  
Student Services  
Elmwood Park SD 401

**PARENT REPRESENTATIVES**

Alana Rybak, VI Parent  
Eva Savickas, DHH Parent

**COORDINATOR**

Dr. Kennedy Strickland-Dixon,  
SASED Director

**TREASURER**

Don Robinson, SASED CSBO

**RECORDING SECRETARY**

Chris Miller

**Return to Learn & Adaptive Pauses/DWC Program Updates** – A Return to Learn overview was given. In person learning for all attendance days began on the first day. Updates to the Return to Learn Plan are updated on a bi-weekly basis in conjunction with ISBE and the DuPage County Health Department. All classrooms are equipped with Personal Protective Equipment (PPE) to ensure classrooms are clean and safe. In the case a student is excluded due to COVID symptoms remote instruction will be provided within 24 hours. Homebound instruction is available for students who meet the medical criteria for the delivery of services. Homebound instruction is facilitated by the student's resident district.

The LADSE DHH Program has ESSER III funds that will be allocated towards: Curriculum, furniture creating group work environment that can be spaced out appropriately if needed, and technology to enhance learning. It was reported that the Community Based Program is growing, and Vocational Opportunities are back. There is a fieldtrip to the Museum of Science and Industry planned and the Deaf Drama Play: The Elf on a Shelf Must Go! On December 10, 2021, at 7:00pm will be presented at Hinsdale South High School Auditorium.

The Vision Impairment Program has 10 classrooms. Two of those classrooms are in the new Transition space at the SASED Administrative Center. The students have reemerging independence skills in daily living, orientation, and mobility after a decrease in overall independence due to COVID and remote learning. The Goalball Tournament will be moved to Spring allowing students to have time to practice and have fun!

The Pre-K through 8<sup>th</sup> grade DHH Program has 7 classrooms this school year. Students from Westmont Jr High and North Elementary will take a fieldtrip to the Deaf Drama Performance at Hinsdale South Auditorium. It was reported that the PreK students are displaying literacy skills at or above the literacy level of their hearing peers. Extra-Curriculars for students in Junior High includes Tech Club, Cross Country, Art Club, Basketball, Sign Language Club, and more.

Although the programs have had some staffing shortages the team has remained positive. The Districts and Programs have worked together to provide transportation.



**DUPAGE/WEST COOK BOARD  
BOARD BRIEFS  
2<sup>nd</sup> QUARTERLY MEETING FY22  
NOVEMBER 11, 2021**

**Enrollment for Low-Incidence Programs** – 3-year comparison chart

**Deaf/Hard of Hearing Program**

School	Student Total November 1, 2019	Student Total November 4, 2020	Student Total November 1, 2021
North School	26	31	32
Westmont JH	23	24	17
LADSE - HS	44	42	40
Total DHH Enrollment	93	97	89

**Visually Impaired Program**

School	Student Total November 1, 2019	Student Total November 4, 2020	Student Total November 1, 2021
Salt Creek Elementary	12	13	5
Swartz Elementary	12	6	12
Albright MS	17	19	9
Addison Trail HS	34	34	21
Total VI Enrollment	75	72	47

**Transition Program**

School	Student Total November 1, 2019	Student Total November 4, 2020	Student Total November 1, 2021
SASED Transition (Vision)	N/A	N/A	18
LADSE Transition Center	19	16	22
Total Transition	19	16	40

**SASED/LADSE/DWC Summary of Budgets for Fiscal Agent & Operating Entities**

SASED is the fiscal agent for DuPage/West Cook Funds (DWC). This responsibility includes preparing annual budgets for DWC funds, accounting for expenditures & administering assessments.

In addition to serving as the fiscal agent for DWC, SASED serves as the operating entity for the elementary (EC-8<sup>th</sup> grade) Deaf/Hard of Hearing program, Vision Program (EC-Transition), ESY program & Audiology services. LADSE serves as the operating entity for the Deaf/Hard of Hearing High School Transition Program.



**DUPAGE/WEST COOK BOARD  
BOARD BRIEFS  
2<sup>nd</sup> QUARTERLY MEETING FY22  
NOVEMBER 11, 2021**

Some of the responsibilities assumed by SASSED & LADSE as operating entities are:

- Human Resource – hiring, evaluating & supervising program staff; managing worker’s compensation, health insurance & other employee benefits; negotiating contracts with bargaining units.
- Fiscal – program billing, cash collection, payroll & accounts payable; carrying the IMRF reserve for employees hired by the operating entity, but who work in DWC programs; obtaining & maintaining classroom space for programs; budget development & management.
- Programmatic – developing & maintaining the best educational practices for students with low incidence disabilities.

SASSED The budgeted tuition rate increases for the Vision classroom (VI) program for FY22 is 2.0%, ESY program will remain the same as FY21, while the elementary Deaf/Hard of Hearing (DHH) tuition rate has dropped 9.0%. Diagnostic testing has an increase of 2.0% and the One-to-One Staff increased by 1.0% in FY22.

LADSE collaborates with the DHH Program Coordinator who reviews current & projected staffing needs & brings forward recommendations to LADSE administration. Incoming freshman are also considered for staffing changes to meet student IEP needs. LADSE budgeted tuition rate increases FY22 are: DHH/Transition - 3.9%; ESY – -40.5%; One-to-One Staff – -3.9%.

If you have any questions or concerns, please contact Dr. Kennedi Strickland-Dixon, DWC Coordinator at 630-955-8102 or [kdixon@sased.org](mailto:kdixon@sased.org), and/or Dr. Jimmy Gunnell, DWC Board Chairperson at 708-496-3300 or [jgunnell@aerosped.org](mailto:jgunnell@aerosped.org).



***SASED Talking Points***  
**Board of Control Meeting**  
**December 8, 2021**

**Officers:**

**Chairperson**—Dr. Matt Rich—District 34

**Vice-Chair**—Mr. Tom Ruggio—District 68

**Secretary**—Dr. Anthony Palmisano—District 45

**Member Jack Buscemi was appointed secretary pro-tem.**

**Consent Agenda**

The Board of Control conducted the following consent agenda business:

- Approved minutes of the October 27, 2021 open and closed session meetings and the November 10, 2021 finance committee meeting
- Accepted/Approved the Resignations, Retirements, Appointments, Terminations of Educational Support Personnel, Licensed Staff and Registered Staff; Appointments of Contracted Staff as presented
- Accepted the Financial Reports
  - Treasurers Report--October/November 2021
  - Revenue & Expenditure Reports--October/November 2021
  - Gross Payrolls--October/November 2021; \$1,656,938.52/\$1,658,234.80
  - Interim Payrolls--October/November 2021; \$605,296.66/\$608,120.07
  - Bill List--November/December 2021; \$594,128.48; \$490,723.62
  - Interim Checks--October/November 2021; \$1,254,270.41
- Approved Early Choices contractor agreement with Natasha Croff
- Approved Early Choices agreement with Training on Demand
- Approved Agreement with Illinois State University for Teacher Education Placement
- Approved presenter contracts for Spring Institute 2022
  - Courtney Barcus
  - Lizabeth Finestack
  - Sara Heintzleman
  - Michael Kennedy
  - Don Parker
  - Amanda Passmore
  - Joseph Porto
  - Padmaja Sarathy
  - Kelly Spradlin
- Approved SOPPAS for:
  - Crick Software
  - Lombard District 44 Smart Technology
  - Lombard District 44 PARiconnect
  - Northwest Suburban Special Education Organization
  - Valley View 365U
- Approved the release of disbursement prior to the January Board meeting
- Conducted Reading/Adopted No-change/Non-substantive change policies:
  - 2:20, Powers and Duties of the School Board; Indemnification
  - 2:105, Ethics and Gift Ban
  - 3:50, Administrative Personnel Other Than the Executive Director
  - 3:60, Administrative Responsibility of the Program Administrator

- 4:80, Accounting and Audits
- 4:110, Transportation
- 4:120, Food Services
- 4:150, Facility Management and Building Programs
- 4:175, Convicted Child Sex Offender; Screening; Notifications
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:200, Terms and Conditions of Employment and Dismissal
- 5:210, Resignations
- 5:220, Substitute Teachers
- 5:250, Leaves of Absence
- 5:330, Sick Days, Vacation, Holidays, and Leaves
- 6:20, School Year Calendar and Day
- 7:10, Equal Educational Opportunities
- 7:20, Harassment of Students Prohibited
- 7:30, Student Assignment and Intra-District Transfer
- 7:50, School Admissions and Student Transfers To and From Non-District Schools
- 7:60, Residence
- 7:150, Agency and Police Interviews
- 7:200, Suspension Procedures
- 7:210, Expulsion Procedures
- 7:310 Restrictions of Publications; Elementary Schools
- 7:345, Use of Educational Technologies; Student Data Privacy and Security
- 8:70, Accommodating Individuals with Disabilities
- 8:100, Relations with Other Organizations and Agencies
- Conducted First Reading of Substantive Changes/New Policies:
  - 2:110, Qualifications, Term, and Duties of Board Officers
  - 2:120, Board Member Development
  - 2:150, Committees
  - 2:220, School Board Meeting Procedure
  - 2:260, Uniform Grievance Procedure
  - 3:40, Executive Director
  - 4:60, Purchases and Contracts
  - 4:160, Environmental Quality of Buildings and Grounds
  - 4:170, Safety
  - 5:20, Workplace Harassment Prohibited
  - 5:30, Hiring Process and Criteria
  - 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
  - 5:90, Abused and Neglected Child Reporting
  - 5:100, Staff Development Program
  - 5:120, Employee Ethics; Conduct; and Conflict of Interest
  - 5:125, Personal Technology and Social Media; Usage and Conduct
  - 5:150, Personnel Records
  - 5:184, Leaves, Holidays, and Vacations
  - 5:185, Family and Medical Leave
  - 5:260, Student Teachers
  - 6:50, School Wellness
  - 6:60, Curriculum Content
  - 6:120, Education of Children with Disabilities
  - 6:180, Extended Instructional Programs
  - 6:340, Student Testing and Assessment Program
  - 7:70, Attendance and Truancy
  - 7:80, Release Time for Religious Instruction/ Observance
  - 7:160, Student Appearance
  - 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
  - 7:190, Student Behavior

- 7:240, Conduct Code for Participants in Extracurricular Activities
- 7:250, Student Support Services
- 7:260, Exemption from Physical Education
- 7:290, Suicide and Depression Awareness and Prevention
- 7:340, Student Records
- 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors (NEW)
- 7:315, Restrictions on Publications; High Schools (NEW)
- Approved destruction of the May 14, 2020 and June 17, 2020 closed session recordings
- Conducted semi-annual review of closed session minutes and maintain as confidential

#### **In Discussion without Action:**

- Updated 2021-22 SASSED Organizational Chart—Dr. McGuffin shared the chart reflects changes as discussed in January/February 2021 and administration is not recommending any changes.
- Five Dysfunctions of a Team retreat —The leadership team completed a two day retreat inclusive of individual and group assessments. The retreat focused on each team member’s understanding of themselves, one another, and how the team can best work together. The work with Mr. Lobert will continue this spring with all SASSED administrators/coordinators using a 360 survey with stakeholders that will be used for goal development.
- Discuss new Intergovernmental Agreement format for non-member districts—The IGA was revised two years ago, and one district wants to have a master service agreement to include multiple students.
- Review Annual Financial Audit Report (auditor's hard copy distributed at meeting)—SASSED has a new audit firm, and the auditor will be available to discuss the findings at the January joint meeting.
- Enrollment Update—Enrollment stayed the same at 359 with the most movement in the Multi-Needs program.
- Board Self Evaluation—A board protocols subcommittee will be formed. Dr. McGuffin shared the results of the survey regarding meeting start time and discussion was that 5:30 was a better time than 5 p.m. to accommodate work schedules.
- Board Committee Updates—Negotiations with SASSED Education Association are completed; policy committee met prior to the meeting and reviewed the multiple policies from the November PRESS update; the finance committee is meeting January 12<sup>th</sup> and the board protocol subcommittee meeting will be scheduled.

#### **Discussion with Action**

- Approved three-year (2021-2024) collective bargaining agreement with the SASSED Education Association
- Approved intergovernmental agreements with Districts Chicago Ridge SD127.5 and Huntley CSD 158
- Approved 2022 ESY Classroom Lease Agreement with Salt Creek SD 48
- Approved 2022 ESY Classroom Lease Agreement with Center Cass SD 66
- Approved change in Board of Control meeting start time to 5:30 p.m. effective February 23, 2022

**Next Meeting:** The next meeting of the SASSED Board of Control will be **January 26, 2021 at 6:30 p.m.** This is a joint meeting with the Governing Board.

**The above information is intended to facilitate full communication by the SASSED Board members to their own district Board of Education members. Please do not hesitate to contact me directly if there are any questions about the information provided or if you wish to discuss any of the items.**

**Dr. Mindy McGuffin**