



**COMMITTEE OF WHOLE MEETING OF THE BOARD OF EDUCATION  
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**

**Reber Center  
100 South Brainard Avenue  
La Grange, Illinois 60525  
Monday, January 10, 2022 - 6:30 PM**

**AGENDA**

**I. CALL TO ORDER**

**II. COMMUNICATIONS - Public Comments**

The Board welcomes and encourages public comment at regularly scheduled board meetings. If you have a suggestion, question, concern or comment, please submit the blue communication form online by 4:30 p.m. the day of the Board meeting and it will be read into the record during the "Communications" portion of the meeting. Or you may submit the form in person before the meeting begins and you will be called upon to address the Board during public comment. Please limit comments to no more than three (3) minutes. Online forms submitted after 4:30 p.m. will be forwarded to the next month's meeting.

While the Board appreciates your participation, please understand that we cannot actively engage in dialogue during public comment. We take all matters seriously and if there is a specific question or comment that requires follow up, the appropriate Board or Administration contact will provide a response to you within two weeks or less.

**III. CURRICULUM (S. Eggerding)**

A. 2022-23 Textbooks and Instructional Materials (First Reading) 2

**IV. TECHNOLOGY (S. Eggerding)**

A. 1:1 Technology Launch and Infrastructure Upgrades Review 39

**V. FACILITIES (B. Stachacz)**

A. Bennett Field Scoreboard Proposal 42

B. Summer 2022 HVAC Project Bid Results 60

C. Summer 2022 HVAC Asbestos Removal Project Bid Results 65

**VI. POLICY (E. Piotrowski)**

A. PRESS 108 Policy Update (First Reading) 69

**VII. PUBLIC COMMENT**

**VIII. ADJOURNMENT**

BY ORDER OF  
KARI DILLON  
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
100 SOUTH BRAINARD AVENUE  
LA GRANGE, IL 60525

# LYONS TOWNSHIP HIGH SCHOOL

CURRICULUM OFFICE 100 S. Brainard Ave., LaGrange, IL 60525-2101  
Tel: (708) 579-6470 E-mail: seggerding@lths.net Website: www.lths.net



**SCOTT D. EGGERDING**  
Director of Curriculum and Instruction

TO: Brian Waterman  
Board of Education

FROM: Scott Eggerding *SE*

DATE: January 10, 2022

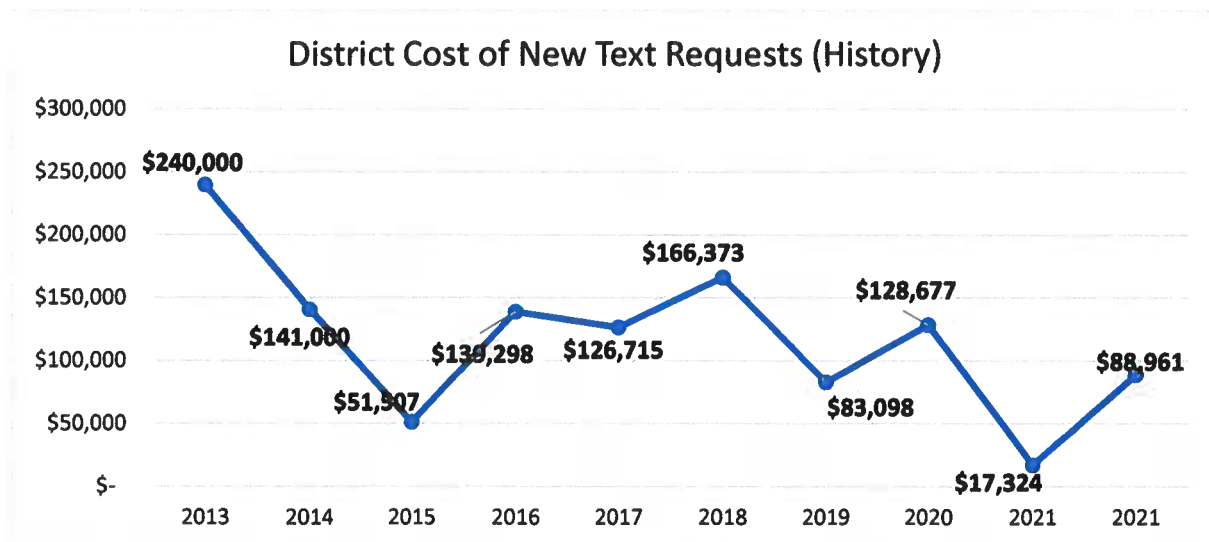
RE: 2022-2023 Instructional Material Change Requests – First Reading

## BACKGROUND

Below and attached, please find the summary of the 2022-2023 proposed textbook/instructional material change requests. Some details still need to be finalized, but the amounts for District funded texts will not change significantly. Estimated District expenditures are \$89,000.

## Observations:

- All texts that are being replaced are 5 or more years older, indicating that we have maximized the use of previously purchased texts. We require a text to be adopted for a minimum of 5 years.
- As we are half-way through our first year with Chromebooks, we are looking at ways to shift our adoption process to take advantage of the digital platform. We are including a few new textbooks that include electronic access for students as well as a class set of hardbound books to be used in the classroom. As we continue to review how other schools have made a transition to digital texts, we are looking for a solution that allows us to continue to keep our textbook costs relatively low and not require students to purchase all of their books each year, which is more of a college model. Many high schools have shifted to the college model, which would see an increase in family purchasing of textbooks as much as 5 times the cost of our current model.
- Some courses shifted texts to class sets for reference rather than assigning a book to each student.
- A more detailed textbook financial history and forecast will be included in the second reading.



**Text Designation Adoption/Change:** The information provided is sorted by the text designation and includes division, course title, book title, ISBN, unit cost, projected enrollment, and total item cost to the District. Total costs do not include teacher resource materials unless they are included as part of the package price offered by publishers. All costs are estimated based on enrollment histories, where available. As a reminder, we designate our textbooks based on the following codes:

DT = District Text. These books are purchased by the District and loaned to students. The student textbook fee is used primarily to purchase this kind of textbook.

CS = Class Set. These books are purchased in bundles to be used by an entire class at one time. They are kept in the classroom and are usually needed for a unit or short period of time.

CN = Consumables. Consumables are books purchased by students in addition to their textbook fee. These materials include workbooks and novels that are not returned at the end of the semester.

DRP = Dropped Text. We will no longer purchase or distribute dropped books. The bookstore looks to sell back any remaining books to textbook companies to offset other textbook costs.

**Divisional Cost Summary:** This page shows the total amount of textbooks requested for 2022-2023 and include those that will be purchased by students and those purchased using District funds.

**Additional Items for Consideration during the First Reading:**

1. Revenues/Expenditures Summary will be coming in the second reading to more accurately reflect enrollment projections and 2022-2023 costs.
2. Each textbook/material change request has been reviewed with the appropriate division chair. Textbook adoptions are, at a minimum, on a five year cycle, with a goal to replace texts with the most recent edition possible; however, new texts may be recommended if a new book is available that better fits the course objectives. In some instances, publishers have changed editions of textbooks, requiring a change since older editions are no longer available and/or instructionally inadequate. Other changes are a result of a partnership with a college that requires a new text to qualify for dual credit.
3. In some cases, items were dropped and not replaced.
4. A number of the items—especially the Special Ed Division books, are already in use for other classes, so their adoption here is a formality.
5. Individual textbook/material change request forms along with new titles will be on public display at the Board meeting and will remain on display in Rm. 103, North Campus for 30 days until second reading in February.
6. Two of the new texts are digital, so we do not have a hard copy for display. Anyone interested in reviewing those items can contact the Curriculum Office and a time can be arranged to show the material to anyone interested.
7. Additional texts may be brought forward in April based on new editions or changes to dual credit partnership materials.

**RECOMMENDATION**

I recommend that the Board review the attached 2022-2023 Textbook/Instructional Material Change Requests for first reading and place texts up for adoption on public display for 30 days.

## Text Adoption/Change by Designation

### District Purchased Texts (Purchased by the District and supplemented through the textbook fee)

Division	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enroll	Estimated Cost
Physical Welfare	Health	Comprehensive Health Skills for High School	9780585597205		DT	\$148.00	450	\$66,600.00

**\$66,600.00**

### Class Sets (Purchased by the District and stored in the classroom)

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enroll	Estimated Cost
LAD/English	English III Accel: Am Lit & Comp	Citizen: An American Lyric	9781555976903	N/A	CN-CS	\$11.79	810	\$9,549.90
FA: Art	Digital Photo Art	Digital Photography: A Basic Manual	9780316020749	N/A	CN-CS	\$30.00	100	\$3,000.00
Science	STEM Research	STEM Student Research Handbook	9781936137244	N/A	CN-CS	\$24.76	25	\$619.00
Physical Welfare	Health	Comprehensive Health Skills for High School	9780585597205		CS	\$191.00	100	\$19,100.00

**\$32,268.90**

## Text Adoption/Change by Designation

### Consumables (purchased by students and not returned/sold back to the bookstore)

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enroll	Estimated Cost
Science	STEM Research	STEM Student Research Handbook	9781936137244	N/A	CN	\$24.76	25	\$619.00
FA: World Lang.	American Sign Language I	True+Way ASL	9780998524504	6	CN	\$36.00	75	\$2,700.00
FA: World Lang.	American Sign Language II	True+Way ASL	9780998524511	6	CN	\$36.00	50	\$1,800.00
FA: World Lang.	ASL Expressive Language	True+Way ASL	9780998524528	6	CN	\$36.00	50	\$1,800.00
FA: World Lang.	ASL Receptive Language	True+Way ASL		6	CN	\$36.00	25	\$900.00
GS: Business Ed	Computer Applications	Building a Fndtn. w/Microsoft Office 2019 & 365	9781640610682	5	CN	\$36.00	100	\$3,600.00
Science	Intro to Healthcare Careers	Navigate 2 Advantage Access for IHC	9781284322286	N/A	CN	\$54.95	100	\$5,495.00
Special Ed	English III Cross Cat and PSD	The Things They Carried	9780544309760	12	CN	\$13.19	75	\$989.25
Special Ed	English III Cross Cat and PSD	The Great Gatsby	9781982149482	10	CN	\$12.87	75	\$965.25
Special Ed	English III Cross Cat and PSD	World of Wonders	9781571313652	N/A	CS	\$10.44	25	\$261.00
Special Ed	English IV Cross Cat and PSD	Night	9780374500016	N/A	CN	\$5.49	75	\$411.75

### Dropped Books

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enroll	Estimated Cost
LAD/English	English II Honors	Cat's Eye	9780394491020	23	DRP			
Special Ed	English III Cross Cat and PSD	Purple Heart	9780061730920	12	DRP			
Special Ed	English III Cross Cat and PSD	Long Walk to Water	9780547577319	10	DRP			
FA: World Lang.	American Sign Language I	Master ASL Level I	9781881133209	6	DRP			
FA: World Lang.	American Sign Language II	Master ASL Level I	9781881133209	6	DRP			
FA: World Lang.	ASL Expressive Language	Master ASL Level I	9781881133209	6	DRP			
FA: World Lang.	ASL Receptive Language	Master ASL Level I	9781881133209	6	DRP			
FA: World Lang.	Italian II	Le Avventure di Pinocchio	9780844280232		DRP			
GS: Business Ed	Computer Applications	Building a Foundation w/Microsoft Office 2016	9781591368199	5	DRP			

## Divisional Cost Summary

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
LAD/English	Honors II	How Much of These Hills is Gold	9780585597205	23	CN	\$13.00	260	\$3,380.00
<b>Total</b>								<b>\$3,380.00</b>
<b>Cost to District</b>								<b>\$0.00</b>

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
FA: World Lang.	American Sign Language I	True+Way ASL	9780998524504	6	CN	\$36.00	75	\$2,700.00
FA: World Lang.	American Sign Language II	True+Way ASL		9780998524511	6	CN	\$36.00	50
FA: World Lang.	ASL Expressive Language	True+Way ASL	9780998524528	6	CN	\$36.00	50	\$1,800.00
FA: World Lang.	ASL Receptive Language	True+Way ASL		6	CN	\$36.00	25	\$900.00
FA: Art	Digital Photo Art	Digital Photography: A Basic Manual	9780316020749	N/A	CS	\$30.00	100	\$3,000.00
<b>Total</b>								<b>\$10,200.00</b>
<b>Cost to District</b>								<b>\$3,000.00</b>

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
GS: Business Ed	Computer Applications	Building a Fndtn. w/Microsoft Office 2019 & 365	9781640610682	5	CN	\$36.00	100	\$3,600.00
<b>Total</b>								<b>\$3,600.00</b>
<b>Cost to District</b>								<b>\$0.00</b>

## Divisional Cost Summary

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
Science	STEM Research	STEM Student Research Handbook	9781936137244	N/A	CN	\$24.76	25	\$619.00
Science	Intro to Healtcare Careers	Navigate 2 Advantage Access for IHC	9781284322286	N/A	CN	\$54.95	100	\$5,495.00
<b>Total</b>								<b>\$6,114.00</b>
<b>Cost to District</b>								<b>\$0.00</b>

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
Special Ed	English III Cross Cat and PSD	The Things They Carried	9780544309760	12	CN	\$13.19	75	\$989.25
Special Ed	English III Cross Cat and PSD	The Great Gatsby	9781982149482	10	CN	\$12.87	75	\$965.25
Special Ed	English III Cross Cat and PSD	World of Wonders	9781571313652	N/A	CS	\$10.44	25	\$261.00
Special Ed	English IV Cross Cat and PSD	Night	9780374500016	N/A	CN	\$5.49	75	\$411.75
<b>Total</b>								<b>\$2,627.25</b>
<b>Cost to District</b>								<b>\$261.00</b>

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
Physical Welfare	Health	Comprehensive Health Skills for High School	9780585597205		DT	\$148.00	450	\$66,600.00
Physical Welfare	Health	Comprehensive Health Skills for High School	9780585597205		CS	\$191.00	100	\$19,100.00
Physical Welfare	Physical Education (All)	Athletic U App/Website		N/A	CN	\$0.00	3500	\$0.00
<b>Total</b>								<b>\$85,700.00</b>
<b>Cost to District</b>								<b>\$85,700.00</b>

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-2023 Textbook/Core Reading/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 17, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Language Arts
Department	English
Course Title	Honors II
Course Number(s)	LA8126; LA8127
Course Level	V
Projected Enrollment for 2022-2023	260

II. ADD or DROP FOR YEAR		
	ADD	DROP
2022-23	X	X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	<i>How Much of These Hills is Gold</i>	<i>Cat's Eye</i>
Author(s)	C. Pam Zhang	M. Atwood
Publisher	Riverhead Books	Anchor Publishing
Copyright Date/Edition	2020	1998
ISBN 13#	978-0-52553-720-5	978-0-39449-102-0
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source	Amazon.com	

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback	X	Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			3
Blackline Masters		Software	
Workbooks/Lab Manuals		CD Roms	
Wraparound Editions		E-book	
Study Guides		Test Banks	
Videos		Other	

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase	
District (DT)	
District (CS)	
State Textbook Loan Program IL	
Student (CN)	13.00
Grant (specify)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>27.00</b>

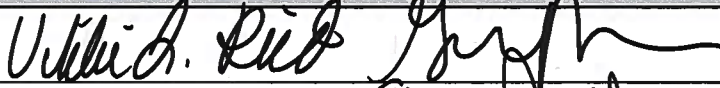
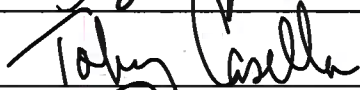
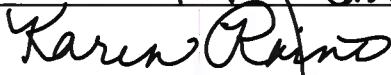

### VIII. RATIONALE AND SIGNATURES

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

*How Much of These Hills Is Gold* by C Pam Zhang explores the complex interdependence between people and the land. Written poetically, it intertwines traditional Chinese folklore with historical context and explores questions of belonging, home, and familial relationships. Zhang seeks to correct history, asserting that most of the great feats of the Old West—such as the transcontinental railroad—owe themselves largely to the blood, sweat, and tears of immigrants and Indigenous peoples. The author’s Chinese heritage centers the novel, emphasizing symbolic significance with animals, particularly tigers, as well as the cultural landscape of the Old West through a critical lens. Longlisted for the Booker Prize in 2019, the book provides a platform for students to critically read, write, discuss, research, and present their thinking. It also ties thematically with the second novel in the course, *Ceremony*, by Leslie Marmon Silko.

*Cat’s Eye* has been in the English II Honors curriculum for over 15 years. Although *Cat’s Eye* is a beautiful book that has served to teach many skills well for students, the team feels that change is necessary. Over the past 5-10 years, we have had more students struggle with the content and we feel we can accomplish our curricular goals using a new text.

**B. Signatures** Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

1.	Teacher(s)		V. Reid, G. Kulat		Date	12.20.21
2.	Recommend	X	Do Not Recommend	Assistant Division Chair 	Date	12.20.21
3.	Approved	X	Not Approved	Division Chair 	Date	12.20.21
4.	Approved	X	Not Approved	Director of Curriculum/Instruction 	Date	1/5/22

### IX. FOR BOOKSTORE USE ONLY

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	DT (District Rental)	
<b>C. Out of print</b>	CS (District Purchase)	
	IL (State Loan Program)	
	CN (Student Purchase)	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022-2023 Textbook/Core Reading/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 17, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

**CHANGE IN DESIGNATION**

I. COURSE INFORMATION	
Division	Language Arts
Department	English
Course Title	English III (Accel): American Literature & Composition
Course Number(s)	LA7331; LA7332
Course Level	IV
Projected Enrollment for 2022-2023	Est. 810

II. ADD or DROP FOR YEAR		
	ADD	DROP
2022-23		
2023-24		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Citizen: An American Lyric	
Author(s)	Claudia Rankine	
Publisher	Graywolf Press	
Copyright Date/Edition	1 <sup>st</sup> edition; Oct 1, 2014	
ISBN 13#	978-1-55597-690-3	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source	Amazon.com	

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback	X	Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		CD Roms	
Wraparound Editions		E-book	
Study Guides		Test Banks	
Videos		Other	

**VI. Comments** (Box will expand as needed)  
**Change from Student Purchase (CN) to Class Set (CS) – The students will read selected passages instead of the entire book.**

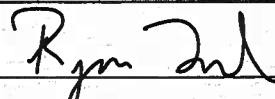
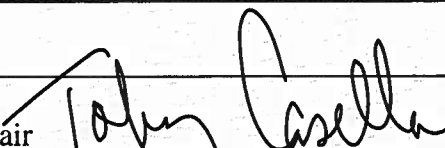
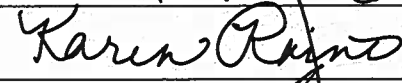
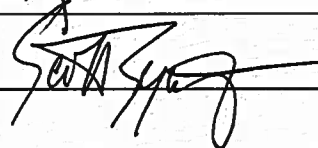
VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase	
District (DT)	
District (CS)	
State Textbook Loan Program IL	
Student (CN)	
Grant (specify)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$58.00</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

*Citizen* is a multimedia text that explores themes of identity, race, and belonging in 21st century America. It does so through a combination of poetry, essays, paintings, and photography. This book will allow students to compare how themes are explored through different genres and mediums. It will also present challenging questions about how racism permeates classrooms, grocery stores, and tennis courts. Rankine reflects on 21st century issues such as Hurricane Katrina, Trayvon Martin's death, and Stop-and-Frisk laws. Through an exploration of contemporary American controversy, we will be able to help students understand how to have difficult conversations about racism in the world that they have inherited.

**B. Signatures** Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

1.	Teacher(s)		Ryan Darrah		Date 12.14.21
2.	Recommend	X	Do Not Recommend	Assistant Division Chair 	Date 12.14.21
3.	Approved	X	Not Approved	Division Chair 	Date 12.14.21
4.	Approved	X	Not Approved	Director of Curriculum/Instruction 	Date 1/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>IL (State Loan Program)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Math Science
Department	Science
Course Title	Introduction to Healthcare Careers
Course Number(s)	SN2116/7
Course Level	Prep
Projected Enrollment for 2022-23	100

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	X	
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Navigate 2 Advantage Access for Introduction to Health Care & Careers	
Author(s)	Roxann DeLaet	
Publisher	Jones and Bartlett Learning	
Copyright Date/Edition	2012	
ISBN 13#	9781284322286	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	X
Hardback w/digital		CD Rom	
Paperback		Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$54.95
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$154.95</b>

## VIII. RATIONALE AND SIGNATURES

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

The Introduction to Healthcare Careers course is a broad introduction to all aspects of a medical or healthcare career pathway. *Navigate 2 Advantage Access for Introduction to Health Care & Careers* is a digital-only access code that unlocks an interactive eBook, Anatomy & Physiology Review Module with Heart & Lung Sounds, Additional Heart & Lung Sounds, Competency Evaluation Forms, Study Guide, Spanish-English Audio Glossary, Videos, Animations, and Study Aids.

### **eBook**

Read your digital textbook online or offline, enhance your learning, and make personal notes. The eBook provides a comprehensive learning experience on computers, tablets, and mobile devices.

### **Anatomy & Physiology Review Module with Heart & Lung Sounds**

Review body systems, gender, and life stages in anterior, posterior, and lateral views. This resource allows you to either quiz yourself on your current A&P knowledge or learn with interactive definitions. The Heart & Lung Sounds module has 3D animations with real recorded audio.

### **Additional Heart & Lung Sounds**

Supplementary audio glossary containing Heart & Lung Sounds for student review.

### **Competency Evaluation Forms**

Step-by-step procedures walk you through a hands-on activity with a partner to practice key competencies.

### **Study Guide**

An online Study Guide to help maximize study time.

### **Spanish-English Audio Glossary**

A glossary of key English-to-Spanish health care terms and phrases with audio pronunciations.

### **Videos and Animations**

Watch the videos and animations to help visualize difficult concepts.


### **Study Aids**

Flashcards, Chapter Objectives, Weblinks, and Worksheets are available to help you learn course material.

### **Instructor Resources**

Instructor Resources include a Test Bank, Lecture Outlines, Answer Key, Answer to Worksheets and Study Guide, and Image Bank

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)				Assistant Division Chair	Date
2.	Recommend		Do Not Recommend		Division Chair	Date
3.	Approved		Not Approved		Director of Curriculum and Instruction	Date
4.	Approved	<input checked="" type="checkbox"/>	Not Approved			Date 1/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.**
- **Submit form electronically *and* hard copy.**
- **Nota Bene: examination copy of text/material must accompany request.**
- **Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.**
- **Do not add any surcharges, shipping charges, tax, etc., to costs.**

I. COURSE INFORMATION	
Division	Math/Science
Department	Science
Course Title	STEM Research
Course Number(s)	SN7611
Course Level	Accel
Projected Enrollment for 2021-2022	2 section (27 students)

II. ADD or DROP FOR YEAR		
	ADD	DROP
2021-22	X	
2022-23		
2023-24		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	CHANGE IN DESIGNATION	DROP
Text/Material Title	STEM Student Research Handbook	
Author(s)	Darci J. Harland	
Publisher	NSTA Press	
Copyright Date/Edition	9.1.2011	
ISBN 13#	978.1.936137.24.4	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback	x	Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		CD Roms	
Wraparound Editions		E-book	
Study Guides		Test Banks	
Videos		Other	

VI. Comments (Box will expand as needed)
Change of Status from DT to CN

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase	
District (DT)	
District (CS)	
State Textbook Loan Program IL	
Student (CN)	\$28.00
Grant (specify)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$28.00</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

**Text supports students in two areas of STEM research: Planning and conducting research and doing statistical analysis for communicating the research results. Topics include Research Design, Background Research, Writing Hypotheses, Proposal Writing, Descriptive Statistics, and Graphical Representations.**

**B. Signatures** Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

1.	Teacher(s)			<i>Michelle Harbin</i>	Date	<i>10/8/21</i>
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend	Assistant Division Chair <i>Anne... ..</i>	Date	<i>10/8/21</i>
3.	Approved	<input checked="" type="checkbox"/>	Not Approved	Division Chair <i>Coll Vgt</i>	Date	<i>14/8/21</i>
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	Director of Curriculum/Instruction <i>JAD Sykes</i>	Date	<i>1/5/22</i>

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>IL (State Loan Program)</b>	
	<b>CN (Student Purchase)</b>	

- cc: · Director of Curriculum & Instruction
- Division Chair/Assistant Division Chair
- Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- **Nota Bene: examination copy of text/material must accompany request.**
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Fine Arts
Department	World Languages
Course Title	American Sign Language 1, American Sign Language 2, ASL Expressive Language, ASL Receptive Language
Course Number(s)	ASL 1: WL7816, WL7817, WL7916, WL7917 ASL 2: WL7826, WL7827, WL7926, WL7927, WL7821, WL7822, WL7921, WL7922 ASL Expressive Lang.: WL7931, WL7932 ASL Receptive Lang: WL7941, WL7942
Course Level	ASL 1 & 2: prep/accel ASL Expressive & Receptive: accel
Projected Enrollment for 2021-2022	approx 200 students

II. ADD or DROP FOR YEAR		
	ADD	DROP
2021-22		
2022-23	X	X
2023-24		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	True+Way ASL	Master ASL Level 1 Package (with DVD)
Author(s)	Purple Moontower LLC Created in the Deaf Ecosystem by: Amarijit, Angela, Anna, April, Arlene, Ashley, Belinda, Brandon, Carlos, Carter, Cookie, Daniella, Darwyn, Derrick, Deven, Don, Dwight, Dina, Evelyn, Haley, Jia, John, John Mark, Jose, Justin, Ketsi, Kayla, Kristin, Leslie, Mali, Matilda, Melvin, Meredith, Mickie, Molly, Paloma, Roger, Stacy, Suzanne, Terrence, Nathie Marbury, Lisa, Raychelle, Ritchie, and Tracy	Jason E. Zinza
Publisher	TRUE+WAY ASL	Sign Media Inc
Copyright Date/Edition	2021	February 15, 2006
ISBN 13#	Unit 1-6: 9780998524504 Unit 7-12: 9780998524511 Unit 13-18: 9780998524528	978-1881133209
CD Rom Included? ISBN#	N/A	N/A
Software ISBN#	N/A	N/A
Reading Level	high school/college	7th- high school
Catalog/Web/Purchase Source	<a href="https://truewayasl.com">https://truewayasl.com</a>	<a href="http://store.signmedia.com/1710.html">http://store.signmedia.com/1710.html</a>

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback		Website subscription	X 17

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		CD Roms	

Paperback w/digital		Workbook/Lab Manual	
---------------------	--	---------------------	--

Wraparound Editions		E-book	
Study Guides		Test Banks	
Videos		Other: teacher online subscriptions	2 (included free with student licensing)

xx

<b>VI. Comments</b> (Box will expand as needed)

<b>VII. COST AND SOURCE</b> (Cost per item excluding bookstore mark-up.)	
DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase	
District (DT)	
District (CS)	
State Textbook Loan Program IL	
Student (CN)	\$36/year
Grant (specify)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$36/year</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)


When the ASL program was launched at LTHS in 2016, Master ASL was the textbook chosen for the program. There are many great features of Master ASL but six years later, there are better options on the market and Master ASL did not materialize into what we expected it to years ago.

Currently, the best ASL curriculum on the market is True+Way ASL. It was created entirely by Deaf individuals with a combined 70+ years of experience teaching ASL in the “deaf ecosystem.” Now that LT has converted to a 1:1 computing model, True+Way ASL fits right into that. True+Way is an entirely digital “textbook” with no physical materials (Master ASL was a hardcover textbook, a consumable workbook, and a DVD that students rarely have the capability to play in their homes and cannot play on their Chromebooks). Instead, students pay for a yearly subscription to gain access to the True+Way website. During the 2021-22 school year, ASL 1 and 2 piloted some of their materials to ensure that this was the move we wanted to make and they were very successful. True+Way ASL seamlessly integrates with our LMS, Canvas, and teachers are provided with materials to import directly to ensure a common experience among students no matter the teacher. Now that True+Way is in its Third Edition, teacher ability to customize has expanded significantly and teachers can now enter their account and program which lessons students see and in what order completely independently of the publisher. True+Way ASL aligns with ACTFL standards and includes placement tests for students coming into our program with prior knowledge or transferring from another school. Another distinct advantage of choosing True+Way ASL is that College of Dupage where we have a Dual Credit partnership, is making the shift to True+Way ASL as well. By choosing the same materials, we would ensure alignment with their programming to enhance the partnership.

One key motivator in shopping around for an option to move away from Master ASL was a failed promise by Sign Media, the publisher of Master ASL. When Master ASL was chosen, it was the brand new, common core-aligned option. At that time, it only had a level one book but plans were supposedly in the works to release a level two book in short order. Details of these statements can be viewed here as they are still on their website: <http://www.masterasl.com/faq.html>. It has now been 15 years since the release of the level one book with no level two book in sight. ASL Teacher groups that include individuals close to the publisher have multiple reports that there will never be a level two book and that the project was abandoned. In the time that LT’s ASL program has existed, we have now expanded to a 4 year program and a single level one book is simply not enough. True+Way ASL makes a strong recommendation in their programming that their materials be used all the way through a course sequence to avoid confusion. After trying their products, it is clear that this is not merely a sales technique but a very true statement.

**B. Signatures** Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

1.	Teacher(s)		Colleen Gibbons/Krystle Conrad	Date
				9/29/21
2.	Recommend		Do Not Recommend	Date
			Assistant Division Chair	
3.	Approved	x	Not Approved	Date
			<i>Paula A. Nardi</i> Division Chair <sup>19</sup>	12/3/21

4.	Approved	<input checked="" type="checkbox"/>	Not Approved	Director of Curriculum/Instruction		Date	1/5/22
----	----------	-------------------------------------	--------------	------------------------------------	--	------	--------

IX. FOR BOOKSTORE USE ONLY		
<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>IL (State Loan Program)</b>	
	<b>CN (Student Purchase)</b>	

- cc: · Director of Curriculum & Instruction  
· Division Chair/Assistant Division Chair  
· Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Fine Arts
Department	World Languages
Course Title	Italian II
Course Number(s)	WL6126, WL7326
Course Level	Sophomore, junior
Projected Enrollment for 2022-23	45

II. ADD/DROP YEAR		
	ADD	DRO P
2022-23		x
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title		Le Avventure di Pinocchio
Author(s)		Carlo Collodi, g. Abiuso, M. Giglio
Publisher		McGraw Hill
Copyright Date/Edition		N/A
ISBN 13#		0-8442-8023-2
CD Rom Included? ISBN#		no
Software ISBN#		no
Reading Level		Italian 2
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback		Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	



**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
Total cost to student for course (CN above + other CN and fees for the course)	

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s) Lynn Meister				Assistant Division Chair	Date 12/3/21
2.	Recommend		Do Not Recommend			Date
3.	Approved	x	Not Approved		Division Chair <b>Paula A. Nardi</b>	Date 12/3/21
4.	Approved		Not Approved		Director of Curriculum and Instruction 	Date 1/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: · Director of Curriculum & Instruction
- Division Chair/Assistant Division Chair
- Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Fine Arts
Department	Art
Course Title	Digital Photo Art
Course Number(s)	AR6616, AR6617, AR6611, AR6612
Course Level	3
Projected Enrollment for 2022-23	100?

II. ADD/DROP YEAR		
	ADD	DRO P
2022-23		
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	CHANGE IN DESIGNATION
Text/Material Title		Digital Photography: A Basic Manual
Author(s)		Henry Horenstein
Publisher		Little, Brown & Co.
Copyright Date/Edition		November 2, 2011
ISBN 13#		978-0316020749
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		9-12
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback	x	Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)		
Teacher Desk Copies		
Blackline Masters		Software
Workbooks/Lab Manuals		Videos
Wraparound Editions		E-book
Study Guides		Test Banks

**VI. Comments (Box will expand as needed)**  
**We want this textbook solely as a classroom set at each campus instead of each student receiving this textbook individually at registration.**

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

As a result of textbook work now being formative, we have found that students no longer need the textbook at home. They can work on the assigned chapters during class time, and the material that is covered in the chapters is now being taught through lectures, demonstrations, and photographic exercises. As a result, we feel a class set at each campus would be much more efficient and a better use of the resource.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)	<i>James H. Roy</i>			Date	12/2/21
2.	Recommend	<input type="checkbox"/>	Do Not Recommend	<input type="checkbox"/>	Assistant Division Chair	Date
3.	Approved	<input checked="" type="checkbox"/>	Not Approved	<input type="checkbox"/>	Division Chair <i>Paula A. Nardi</i>	Date 12/3/21
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	<input type="checkbox"/>	Director of Curriculum and Instruction <i>Scott A. [Signature]</i>	Date 1/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: · Director of Curriculum & Instruction
- Division Chair/Assistant Division Chair
- Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.**
- **Submit form electronically *and* hard copy.**
- **Nota Bene: examination copy of text/material must accompany request.**
- **Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.**
- **Do not add any surcharges, shipping charges, tax, etc., to costs.**

<b>I. COURSE INFORMATION</b>	
<b>Division</b>	<b>Global Studies</b>
<b>Department</b>	<b>Business Ed</b>
<b>Course Title</b>	<b>Computer Applications</b>
<b>Course Number(s)</b>	<b>BU4226, BU4227, BU4221, BU4222</b>
<b>Course Level</b>	<b>III</b>
<b>Projected Enrollment for 2021-2022</b>	

<b>II. ADD or DROP FOR YEAR</b>		
	<b>ADD</b>	<b>DROP</b>
<b>2021-22</b>	<b>X</b>	<b>X</b>
<b>2022-23</b>		
<b>2023-24</b>		

<b>III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION</b>		
	<b>ADD</b>	<b>DROP</b>
<b>Text/Material Title</b>	<b>Building a Foundation w/ Microsoft Office 2019 &amp; 365</b>	<b>Building A Foundation w/ Microsoft Office 2016</b>
<b>Author(s)</b>	<b>Alec Fehl, Alex Scott, Ben Linford and Ian Ewell</b>	<b>Murphy, Stolins, Weinstein, Winters &amp; Manchester</b>
<b>Publisher</b>	<b>Labyrinth Learning</b>	<b>Labyrinth Publishing</b>
<b>Copyright Date/Edition</b>		
<b>ISBN 13#</b>	<b>13: 978-1-64061-068-2</b>	<b>13: 978-159136-819-9</b>
<b>CD Rom Included? ISBN#</b>		
<b>Software ISBN#</b>		
<b>Reading Level</b>		
<b>Catalog/Web/Purchase Source</b>		

<b>IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE</b>			
<b>Hardback</b>		<b>E-book</b>	<b>X</b>
<b>Hardback w/digital</b>		<b>CD Rom</b>	
<b>Paperback</b>		<b>Website subscription</b>	
<b>Paperback w/digital</b>		<b>Workbook/Lab Manual</b>	

<b>V. TEACHING MATERIALS (need accurate count)</b>		
<b>Teacher Desk Copies</b>		
<b>Blackline Masters</b>	<b>Software</b>	
<b>Workbooks/Lab Manuals</b>	<b>CD Roms</b>	
<b>Wraparound Editions</b>	<b>E-book</b>	
<b>Study Guides</b>	<b>Test Banks</b>	
<b>Videos</b>	<b>Other</b>	

**VI. Comments (Box will expand as needed)**

<b>VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)</b>	
<b>DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase</b>	
<b>District (DT)</b>	
<b>District (CS)</b>	
<b>State Textbook Loan Program IL</b>	
<b>Student (CN)</b>	<b>\$68</b>
<b>Grant (specify)</b>	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$68</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

**Casey Emerich is the faculty member at COD who oversees OFTI 1200 (our Computer Applications class). She informed us that they will be switching to Office 2019 this school year, which means we need to get a new version of the textbook (we use the ebook).**

**B. Signatures** Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

1.	Teacher(s)	Krista Wilcox	<i>Approval via email.</i>	Date
2.	Recommend	Do Not Recommend	Assistant Division Chair	Date
3.	Approved	Not Approved	Division Chair <i>Paul Henderson</i>	Date : 08/02/2021
4.	Approved	Not Approved	Director of Curriculum/Instruction <i>[Signature]</i>	Date 8/3/21

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	DT (District Rental)	
<b>C. Out of print</b>	CS (District Purchase)	
	IL (State Loan Program)	
	CN (Student Purchase)	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Physical Welfare
Department	Physical Education
Course Title	Physical Education
Course Number(s)	(all classes with PE codes – except Health)
Course Level	
Projected Enrollment for 2022-23	Approximately 4000

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	AthleticU App/website	
Author(s)		
Publisher		
Copyright Date/Edition		
ISBN 13#		
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source	<a href="https://www.athleticu.org/">https://www.athleticu.org/</a>	

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback		Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			1
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

VI. Comments (Box will expand as needed)
This is a free application/website that all students need access to for PE classes.


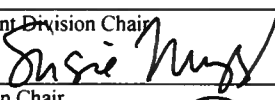
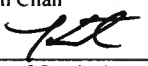
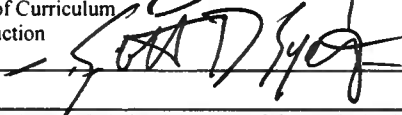
VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$0.00</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

This application/website will allow our students an opportunity to record their workouts as well as receiving prescriptive workouts, appropriate weight, rep, and sets to use from a progression and safety standpoint. The use of this program will deepen students understanding of muscular strength and endurance concepts in relation to their overall fitness.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)				Assistant Division Chair	Date	12/15/21
2.	Recommend		Do Not Recommend		 Assistant Division Chair	Date	12/15/21
3.	Approved	X	Not Approved		 Division Chair	Date	12/15/21
4.	Approved	X	Not Approved		 Director of Curriculum and Instruction	Date	1/15/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction
- Division Chair/Assistant Division Chair
- Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Physical Welfare
Department	Health Education
Course Title	PE 9046/7
Course Number(s)	
Course Level	
Projected Enrollment for 2022-23	Sophomore Class

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Comprehensive Health Skills for High School, 4 <sup>th</sup> Edition	Comprehensive Health, 1 <sup>st</sup> Edition
Author(s)	Catherine Sanderson, Mark Zelman, Diane Farthing, Melanie Lynch, and Melissa Munsell	
Publisher	G-W Publisher	
Copyright Date/Edition	2023, 4 <sup>th</sup> Edition	
ISBN 13#	978-1-63776-668-2	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level	9-12	
Catalog/Web/Purchase Source	<a href="https://www.g-w.com/comprehensive-health-skills-hs-2023#prodprice">https://www.g-w.com/comprehensive-health-skills-hs-2023#prodprice</a>	

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital	9 0	CD Rom	
Paperback		Website subscription	450
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			1
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

VI. Comments (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	\$148.00 (450 total)
CS: Class Sets of texts purchased by the District and stored in classrooms	\$191.00 (100 Total)
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	29
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$0.00</b>

### VIII. RATIONALE AND SIGNATURES




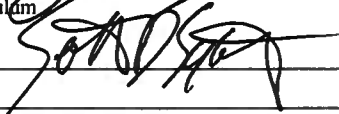
**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

**The 4<sup>th</sup> edition bundle of the textbook and digital version is the most current health textbook and will allow our students in health an English and Spanish version of the material. The digital version also allows students access to the online workbook and companionship material.**

*Comprehensive Health Skills for High School* is a complete educational package for teaching skills-based health education in your classroom. This fourth edition features cutting-edge health topics, such as COVID-19, vaping, opioid addiction, body positivity and compassion, mindfulness, and online communication and safety. An abundance of skills-based activities and assessments provide flexibility for teaching health and wellness topics in a relatable, skills-driven way. In addition to core health topics like nutrition and mental health, this text also includes information about sexual health and pregnancy prevention. Content and skills align to the *National Health Education Standards* and the *National Sexuality Education Standards*.

- Each chapter contains skills-based activities that align to each health skill area in the *National Health Education Standards*. These activities were created by award-winning health instructors. Each health and wellness topic focuses on the skills students can use to make healthy decisions and promote health.
- Up-to-date terminology and new topics make *Comprehensive Health Skills for High School* the most current text available. With this educational package, instructors also receive access to content updates written by the expert authors.
- Extensive supplements include customizable lesson plans, skills-based activities, parent/other trusted adult engagement assignments, performance assessments for differentiation with rubrics, workbook activities, videos, and audio summaries. All materials are editable and can be easily imported into Google Classroom or another LMS.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)				Assistant Division Chair	Date	12-14-2021
2.	Recommend		Do Not Recommend			Date	12.14.21
3.	Approved	X	Not Approved			Date	12.14.21
4.	Approved	X	Not Approved			Date	1/5/22

### IX. FOR BOOKSTORE USE ONLY

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>
<b>B. Pending new editions (if known)</b>	DT (District Rental)
<b>C. Out of print</b>	CS (District Purchase)
	CN (Student Purchase)

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
- **Chairs submit signed forms and copies of books for Board Room display by Friday, December 17**
- **Submit form electronically *and* hard copy (single sided and signed)**
- **Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.**
- **Do not add any surcharges, shipping charges, tax, etc., to costs.**

I. COURSE INFORMATION	
Division	Special Ed
Department	Special Ed
Course Title	English III Cross-Cat & PSD
Course Number(s)	IP2231
Course Level	Cross-Cat and PSD
Projected Enrollment for 2022-23	75

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	X	X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	The Things They Carried	Purple Heart
Author(s)	Tim O'Brien	Patricia McCormick
Publisher	Houghton Mifflin	Balzer + Bray
Copyright Date/Edition	1990 by Tim O'Brien	August 18, 2009
ISBN 13#	978-0544309760	0061730920
CD Rom Included? ISBN#	X	X
Software ISBN#	X	X
Reading Level	X	X
Catalog/Web/Purchase Source	X	X

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback	X	Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	2
Study Guides		Test Banks	

**VI. Comments (Box will expand as needed)**  
 Switching to align with Prep Level courses.

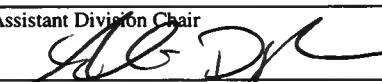

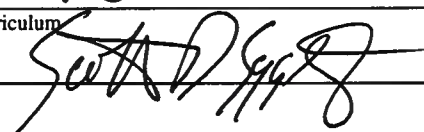
VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$13.19
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$25.33</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

We are working to align with the Prep Level Courses. The prep level reads The Things They Carried, so we would like to use this book as well and modify the materials given with the book to better align but also provide support/modifications in the cross-cat level class.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)	Gabrielle Williams & Jennifer Bigenwald			Date 12/3/2021
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend	Assistant Division Chair 	Date 12-3-21
3.	Approved	<input checked="" type="checkbox"/>	Not Approved	Division Chair 	Date 12/3/21
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	Director of Curriculum and Instruction 	Date 1/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	DT (District Rental)	
<b>C. Out of print</b>	CS (District Purchase)	
	CN (Student Purchase)	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
- **Chairs submit signed forms and copies of books for Board Room display by Friday, December 17**
- **Submit form electronically *and* hard copy (single sided and signed)**
- **Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.**
- **Do not add any surcharges, shipping charges, tax, etc., to costs.**

I. COURSE INFORMATION	
Division	Special Ed
Department	Special Ed
Course Title	English III Cross-Cat & PSD
Course Number(s)	IP2231 & IP2271
Course Level	Cross-Cat and PSD
Projected Enrollment for 2022-23	75

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	X	X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	The Great Gatsby	Long Walk to Water
Author(s)	F. Scott Fitzgerald	Linda Sue Park
Publisher	Scribners	HMH Books for Young Readers
Copyright Date/Edition	1924	October 4, 2011
ISBN 13#	9798745274824	978-0547577319
CD Rom Included? ISBN#	X	X
Software ISBN#	X	X
Reading Level	X	X
Catalog/Web/Purchase Source	X	X

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback	X	Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	2
Study Guides		Test Banks	

VI. Comments (Box will expand as needed)
Switching to align with Prep Level courses.

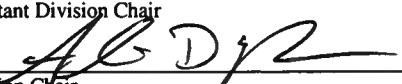
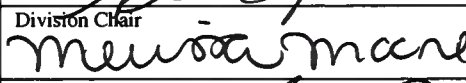
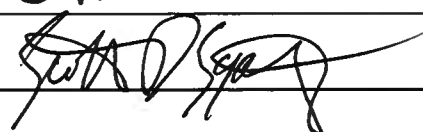
VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$12.14
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$25.33</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

We are working to align with the Prep Level Courses. The prep level reads The Great Gatsby, so we would like to use this book as well and modify the materials given with the book to better align but also provide support/modifications in the cross-cat level class. Students read Long Walk to Water in 8<sup>th</sup> grade, so it is not appropriate anymore.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)	Gabrielle Williams & Jennifer Bigenwald			Assistant Division Chair	Date 12/3/2021
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend			Date 12-3-21
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Division Chair 	Date 12/3/21
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction 	Date 1/5/21

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
- **Chairs submit signed forms and copies of books for Board Room display by Friday, December 17**
- **Submit form electronically *and* hard copy (single sided and signed)**
- **Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.**
- **Do not add any surcharges, shipping charges, tax, etc., to costs.**

<b>I. COURSE INFORMATION</b>	
<b>Division</b>	Special Ed
<b>Department</b>	Special Ed
<b>Course Title</b>	English III Cross-Cat & PSD
<b>Course Number(s)</b>	IP2231 & IP2271
<b>Course Level</b>	Cross-Cat and PSD
<b>Projected Enrollment for 2022-23</b>	We have a class set already

<b>II. ADD/DROP YEAR</b>		
	<b>ADD</b>	<b>DROP</b>
<b>2022-23</b>	<b>X</b>	<b>X</b>
<b>2023-24</b>		
<b>2024-25</b>		

<b>III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION</b>		
	<b>ADD</b>	<b>DROP</b>
<b>Text/Material Title</b>	World of Wonders	
<b>Author(s)</b>	Aimee Nezhukumatathil	
<b>Publisher</b>	Milkweed Editions	
<b>Copyright Date/Edition</b>	2020 – First Edition	
<b>ISBN 13#</b>	9781571313652	
<b>CD Rom Included? ISBN#</b>	<b>X</b>	<b>X</b>
<b>Software ISBN#</b>	<b>X</b>	<b>X</b>
<b>Reading Level</b>	<b>X</b>	<b>X</b>
<b>Catalog/Web/Purchase Source</b>	<b>X</b>	<b>X</b>

<b>IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE</b>			
<b>Hardback</b>		<b>E-book</b>	
<b>Hardback w/digital</b>		<b>CD Rom</b>	
<b>Paperback</b>	<b>X</b>	<b>Website subscription</b>	
<b>Paperback w/digital</b>		<b>Workbook/Lab Manual</b>	

<b>V. TEACHING MATERIALS (need accurate count)</b>			
<b>Teacher Desk Copies</b>			
<b>Blackline Masters</b>		<b>Software</b>	
<b>Workbooks/Lab Manuals</b>		<b>Videos</b>	
<b>Wraparound Editions</b>		<b>E-book</b>	<b>2</b>
<b>Study Guides</b>		<b>Test Banks</b>	

**VI. Comments (Box will expand as needed)**  
 Switching to align with Prep Level courses. We already have a class set and students don't need their own versions.

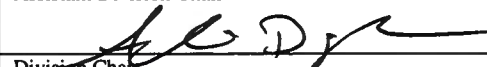
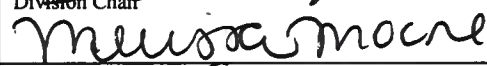
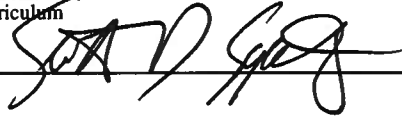
<b>VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)</b>	
<b>DT: District Text adopted for a minimum 5 year cycle</b>	
<b>CS: Class Sets of texts purchased by the District and stored in classrooms</b>	<b>\$10.44</b>
<b>CN: Consumable materials purchased by the student; not returned at the end of the semester/year</b>	
<b>Grant: (specify in comments above)</b>	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$25.33</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

We are working to align with the Prep Level Courses. The prep level reads World of Wonders, so we would like to use this book as well and modify the materials given with the book to better align but also provide support/modifications in the cross-cat level class.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s)	Gabrielle Williams & Jennifer Bigenwald			Assistant Division Chair	Date 12/3/2021
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend			Date 12-3-21
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Division Chair 	Date 12/3/21
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction 	Date 1/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	

- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION	
Division	Special Education
Department	Special Education
Course Title	English IV
Course Number(s)	English IV CC and English IV PSD IP2281, IP2241
Course Level	CC and PSD
Projected Enrollment for 2022-23	75

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	X	
2023-24	X	
2024-25	X	

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Night	
Author(s)	Elie Wiesel	
Publisher	Hill and Wang (January 16, 2006)	
Copyright Date/Edition	January 16, 2006	
ISBN 13#	978-0374500016	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level	570L	
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback	X	Website subscription	
Paperback w/digital		Workbook/Lab Manual	

V. TEACHING MATERIALS (need accurate count)			
Teacher Desk Copies			
Blackline Masters		Software	
Workbooks/Lab Manuals		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

**VI. Comments** (Box will expand as needed)  
**This text has already been adopted by the Language Arts Division.**


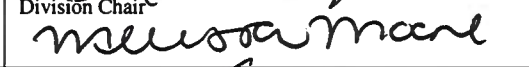
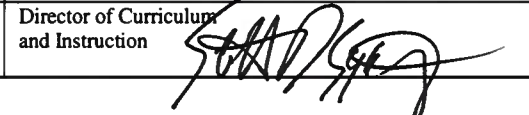
VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	X \$5.49
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$5.49</b>

**VIII. RATIONALE AND SIGNATURES**

**A. Rationale** Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

The memoir has been taught in the English IV classes, and we are seeking closer alignment of the special education course with the general education curriculum. Student's need to purchase their own copy for annotating.

**B. Signatures** indicate approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, signature indicates assurances regarding the use of the stated instructional objectives and consistency/alignment with District level standards and expectations.

1.	Teacher(s) Jennifer Bigenwald Emma Colangelo				Assistant Division Chair	Date 12-1-2021
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend			Date 12-3-21
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Division Chair 	Date 12/2/21
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction 	Date 1/5/22

**IX. FOR BOOKSTORE USE ONLY**

<b>A. Projected lifespan of textbook/core reading/instructional material</b>	<b>D. Purchase Source</b>	
<b>B. Pending new editions (if known)</b>	<b>DT (District Rental)</b>	
<b>C. Out of print</b>	<b>CS (District Purchase)</b>	
	<b>CN (Student Purchase)</b>	


- cc: • Director of Curriculum & Instruction  
 • Division Chair/Assistant Division Chair  
 • Bookstore

# LYONS TOWNSHIP HIGH SCHOOL

CURRICULUM OFFICE 100 S. Brainard Ave., LaGrange, IL 60525-2101  
Tel: (708) 579-6470 E-mail: seggerding@lths.net Website: www.lths.net



**SCOTT D. EGGERDING**  
Director of Curriculum and Instruction

TO: Brian Waterman  
FROM: Scott D. Eggerding, Director of Curriculum and Instruction   
Ed Tennant, Director of Technology Services  
DATE: January 10, 2022  
RE: 1:1 Technology Launch and Infrastructure Upgrades Review

---

## **BACKGROUND**

Following a year of remote/hybrid learning, the Board voted in December of 2020 to put a laptop in every student's hands as they walked into the building in the fall of 2021. Though accelerated to a single-year rollout from the original three-year plan, the launch of the district's 1:1 program has been generally successful.

Beginning with an audit of our technology infrastructure and applications, in 2019 we engaged the services of School Tech Team as a consultant/partner in this work. They were chosen from among a number of options for their expertise in ramping up public school 1:1 Chromebook programs. With their input, we developed a three-year implementation plan to fully upgrade all hardware, infrastructure (both wired and wireless) and Internet access. Condensing the 1:1 computer roll-out to one year put some strain on our capacity, but has ultimately gotten us to a good place going into second semester.

## **FIRST SEMESTER ACCOMPLISHMENTS AND CHALLENGES**

We were able to secure enough Chromebooks despite the global computer chip shortage. We also were able to entirely rewire both campuses to accommodate the heavier bandwidth and traffic. On the infrastructure side, we had assurances and expectations that our Internet bandwidth would be upgraded in August to handle the number of devices. Unfortunately, that timeline was changed multiple times to accommodate delays in equipment and manpower issues as well as the challenge of changing our relationship with the Western Springs Municipal Consortium that shifted how Internet was shared throughout LT, District 101 schools, St. John of the Cross, the Village of Western Springs and the Western Springs Library.

We began the year in the less-than-ideal situation of having limited access to Internet bandwidth which caused a number of issues with first quarter computer access. Once the bandwidth issues were resolved, we had to work through a number of issues with new technology failing to merge seamlessly with existing technology resulting in a number of times where applications and communication between applications were interrupted. With a concerted effort to address issues of functionality in classrooms, our IT staff worked with our consultant to find, address, and fix issues in a deliberate process.

As we enter second semester, we are in a place where we can see where we have been and what is next on the horizon.

- All actively enrolled students are making use of Chromebooks, with the exceptions of outplaced students, who are completing their curricular programs in non-LT settings, and a handful of students enrolled in Special Ed programs who require technical accommodations fulfilled by PC-based Chromebooks. On any given school day, approximately 2.6% of LT's students are assigned an additional Chromebook, either while their primary assigned units are in for technical assistance / repairs, or due to their arrivals at school without fully-charged devices.
- Chromebooks have been quite reliable. Throughout the first semester, about 100 Chromebooks were sent out for various repairs that could not be completed with parts available to LT's own technicians, and just a half dozen Chromebooks were lost or damaged beyond repair during that term. The most common hardware issue for the first semester was lost or misplaced Chromebook power adapters/chargers. While many more units were loaned to address short-term needs, approximately 40 were deemed lost / irrecoverable thus far, resulting in charges to the students' accounts.
- While the delay of the Internet bandwidth upgrades imposed very real difficulties and hardships on students and staff throughout the first quarter of the school year, all of those upgrades were finally completed and have been performing consistently well for the users of LT and for the members of the Western Springs Municipal Consortium. Interruptions to Internet resources and inconsistent performance of certain applications that could be attributed to the earlier bandwidth limitations have been eradicated.
- Continuous progress is being made to more fully exploit the capabilities offered by ClassLink services, as applications and online services being used in courses are identified and configured to use the rostering and authentication services of LaunchPad and Roster server.

#### **NEXT STEPS**

- Wired and wireless network infrastructure – While the wired and wireless network elements have supported the needs of the 1:1 program's launch, planning is underway for the next round of cyclical upgrades and replacements of infrastructure in the multitudes of wiring closets at both campuses and supporting the wireless networking. Updating the wiring closets and wireless access points modernizes features and support accessible for these systems and grows their abilities to sustain the anticipated increases in demands as the 1:1 program evolves and integrates further into curricular operations. This is expected to begin next year.
- Email standardization and simplification – As the district's use of the Google suite of productivity tools has matured, it's providing the opportunity to consolidate and simplify the core infrastructure supporting email operations. Currently, staff are provided a district email address via the district's on-premise Exchange server, as well as an account in the Google systems which provide a secondary email address. (Students live exclusively in the Google solutions.) Migrating the Exchange-hosted services to Google will reduce on-premise data center demands and the complexity of operations for staff. This is also expected to be completed next year.
- Phone system – The current digital PBXs at each campus have served the district for 18+ years. In recent years, these systems have required more regular service and interventions to remain operational. Modern systems offer features and integrations to other communication systems not possible with the current systems. The aforementioned upgrades to the Internet connections and the wired and wireless network infrastructure serve as foundational elements to facilitate engagement of a project covering the installation and integration of a modern phone system. We look to prepare specifications this spring with a desire to begin updates next year. We have already budgeted for this item.

- We added a fifth TEC Coach in the second quarter to help support teachers with the roll-out. While the bulk of the work of the TEC coaches revolved around the challenges we faced in the first quarter, they have been instrumental in serving as the voice of the classroom to make sure the technology is serving students. As we shift into second semester, TEC coaches ran sessions on Institute Day to help teachers better use the Chromebooks and the many applications, including Canvas, SecURLy, Canva, Google Cloud assignments, QR codes, and social media presence. There was also a focused sessions to help teachers manage grading changes and retakes using Google forms, email notifications, Canvas badges, and setting up links to assessments with the testing center from Canvas. Our goal is to move the TEC coaches more into a coaching direction rather than extended tech help in the semester and years to come.
- We continued our partnership with BetterLesson, although we did not have many teachers join in this fall given all of the other changes that were a part of shifting to 1:1 and returning to full-time teaching in the building. We have plans to expand our BetterLesson engagement in the spring and target early adopters in each Department to create a cadre of teachers trained in best practices for shifting away from substitution of technology in the classroom to augmenting, modifying and ultimately redesigning instruction around technology tools.

#### **RECOMMENDATION**

There is no formal action requested at this time. These items are informational.

# LYONS TOWNSHIP HIGH SCHOOL

DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101  
· Tel: (708) 579-6462 · Fax: (708) 579-6454 · Email: bstachacz@lths.net · Website: www.lths.net



Brian Stachacz  
Director of Business Services

## Memorandum

**To:** Dr. Brian Waterman, Board of Education  
**From:** Brian Stachacz  
**Date:** 1/6/2022  
**Re:** Bennett Field Scoreboard Replacement

---

**Information:** In June of 2021, the Facilities Committee reviewed and discussed the possibility of replacing the current scoreboard at Bennett Field with a new video scoreboard. During the discussion it was noted that two organizations affiliated with the District, the LT Boosters and the Alumni Association were each going to provide a \$59,000 grant to assist in covering the cost of the new scoreboard. The decision at that time was to move forward with the application with the Village of Western Springs then bring the information back to the Facilities Committee for additional review.

As of now, the Public Hearing for the use of a new video board has been scheduled with the Village and is to take place on Monday, January 31<sup>st</sup> at 7:00 P.M. We would anticipate the final approval from the Village Board to come in February.

We are bringing this back to the Committee of the Whole at this time for discussion so that we can restart the process of deciding on a new board. It will be helpful for us to have a direction sooner as we will need to authorize the architects to create bid/quote specifications for the project. The new scoreboard itself can be purchased without a bid but the other work, (concrete, electrical, etc.) may need to be bid and under current construction constraints, we need to get out for bid (or quotes) as soon as possible for completion of the project assuming that we want the new board to be installed and usable for the fall sports season during the 2022-2023 school year.

Back in June, I presented four options for the Committee to consider and those are outlined below. We know that these numbers were good in June but at this time I am not sure of their accuracy although I don't think they will change dramatically.

Option 1 – 8' x 25' scoreboard with arched truss. \$33,396

Option 2 – 8' x 25' scoreboard with arched truss and enhanced programmable message centers. \$45,086

Option 3 – 8' x 24' scoreboard with LED video display and arched truss. \$141,215.55

Option 4 – 13.2' x 25' scoreboard with LED video display and arched truss. \$200,706.75 (Additional cost is related to replacement of concrete piers and support steel due to the larger size of this scoreboard.)

I have included in this packet the proposals and the concepts of each board proposed for review. We will discuss these proposals in further detail during the meeting.

Should you have any questions, please do not hesitate to contact me.



**SIEVERT**  
— ELECTRIC —

Specialists in hoists, cranes, and electrical service since 1913  
1230 South Hannah Avenue  
Forest Park IL 60130  
708-405-5159  
Fax 708-405-5159  
www.sievertelectric.com

**Proposal # 99657**

Date of Proposal 05/28/2021  
**OPTION 1**  
Department 2 Scoreboards

**TO:**

Attention: John Grundke  
Lyons Township HS Dist # 204(EMAIL)  
100 S Brainard Ave  
Lagrange IL 60525

**LOCATION:**

Lyons Township High School South  
4900 Willow Springs Rd  
Western Springs IL 60525

Phone: 708-579-6300

**Re: 25' FOOTBALL SCOREBOARD**

Re; Daktronics 25' wide Football Scoreboard with Vinyl Captions and Arch Truss.

Per your request we are pleased to quote pricing on the following Daktronics football scoreboard and accessories.

FB-2023-PV-W (White L.E.D. digits) w/ Horn, T.O.L. Display and Allsport 5000 controller	1	at	\$17,110.00	=	\$17,110.00
Wireless control option	1	at	\$850.00	=	\$850.00
Border striping	1	at	\$195.00	=	\$195.00
DA-1001-25, Decorative Arch Truss 4' H x 25' W w/ routed aluminum lettering and logo	1	at	\$7,695.00	=	\$7,695.00
Less 10% discount	37540	at	-\$0.10	=	-\$3,754.00
Shipping & Handling	1	at	\$1,800.00	=	\$1,800.00
Installation	1	at	\$9,500.00	=	\$9,500.00

**Net Amount**

Above Proposal subject to Terms & Conditions as follows:

**\$33,396.00**

\*Amount is in U.S. dollars.

**QUALIFICATIONS**

1. Standard scoreboard color is black with white captions. Custom colors on both the scoreboard and captions available at no additional cost.
2. Installation includes the following:
  - A. Remove existing scoreboard, logo panel, and haul away.
  - B. Add additional I-beam length to existing columns to support additional arch truss.
  - C. Receive and unload new scoreboard and arch truss.
  - D. Mount new scoreboard and decorative arch truss to modified structure.
  - E. Terminate electrical power into scoreboard using existing power.
  - F. Furnish, install, and program wireless receiver and transmitter.
  - G. Testing, demonstration and operator training.

NOTE: Sievert Electric does not accept responsibility for the integrity of the existing footings or columns as these were not installed by us.

3. Above pricing is valid for sixty (60) days.

4. Terms: Net ten (10) days as billed with a purchase order.

5. A 50% restocking charge applies to all canceled or returned orders.

6. This proposal is based on Sievert Electric having clear open access for all necessary equipment (crane truck) to the scoreboard location. While Sievert will perform installation with the utmost care Sievert does not accept responsibility for repair or replacement of any damage to lawn due to the scoreboard installation.



**SIEVERT**  
—ELECTRIC—

*Specialists in hoists, cranes, and electrical service since 1913*

1230 South Hannah Avenue

Forest Park IL 60130

708-405-5159

Fax 708-405-5159

[www.sievertelectric.com](http://www.sievertelectric.com)

## **Proposal # 99657**

Date of Proposal 05/28/2021

**OPTION 1**

Department 2 Scoreboards

---



**SIEVERT**  
— ELECTRIC —

Specialists in hoists, cranes, and electrical service since 1913

1230 South Hannah Avenue

Forest Park IL 60130

708-405-5159

Fax 708-405-5159

www.sieverteletric.com

## Proposal # 99657

Date of Proposal 05/28/2021

OPTION 1

Department 2 Scoreboards

### Terms & Conditions

1. Applicant agrees to comply with all terms and conditions of credit established by Sievert Electric Service & Sales Company and its subsidiaries ("Creditor") set forth herein. Creditor may amend the terms and conditions of credit by written notice at any time.
2. Applicant agrees to pay Creditor all fees, costs, and expenses, including but not limited to, attorney fees, expert witness fees, and deposition expenses, incurred by Creditor to collect all amounts due from Applicant to Creditor.
3. No credit will be allowed for goods returned without prior consent. Factory acceptance and terms will govern amount of credit on non-stock material.
4. Applicant agrees to pay Creditor any service charge(s) incurred for all returned checks.
5. Applicant agrees to notify the Credit Department by certified mail of any change in ownership and agrees to continue to be liable for all purchases after said change should the undersigned fail to comply with said notification.
6. Applicant agrees if any portion of a balance owed to Creditor shall become delinquent, at the sole discretion of Creditor, all invoices on the account may become immediately due and payable without notice.
7. Applicant understands and agrees that the granting of any credit hereunder and the amount or the term of such credit is the sole and exclusive decision of Creditor.
8. To avoid being charged sales tax, a bona fide copy of Applicant's resale or exemption certificate must accompany credit application.
9. Applicant authorizes Creditor to contact bank and business references provided and to investigate Applicant's credit history, including allowing creditor to request credit bureau reports regarding Applicant.
10. Creditor reserves the right to charge a service fee of 18% per annum or the maximum allowed by law, on all balances that become delinquent.
11. Applicant agrees to accept and honor for payment electronic reproductions of all invoices and authorizing signatures of Applicant's employees thereon.
12. Applicant certifies that all goods to be purchased by it from Creditor are not primarily for personal, family or household use.
13. Applicant agrees that the law of Illinois is applicable to all transactions, sales and disputes between Applicant and Creditor.
14. Applicant agrees that any action commenced by Creditor against it, including but not limited to any action to collect any amounts due to creditor, may be brought in any court of competent jurisdiction in the State of Illinois, and consents to the jurisdiction of said courts.
15. Applicant's signature attests financial responsibility, ability and willingness to pay our invoices in accordance with the credit terms set forth herein.
16. The undersigned hereby certifies that all information contained herein is true and correct.
17. This account will be considered in default if payment in full has not been received by Creditor within thirty (30) days of invoice date.
18. This account relationship may be terminated by Creditor at any time for any reason upon written notice to you.
19. Applicant represents that all sales are for commercial purposes and not intended for retail or residential use.

If you have any questions, please feel free to call me at 708-405-5159 or email me at Tom@SievertElectric.com

To accept this proposal, please fill out the information below, sign, and return via fax at 708-405-5159 or email at Tom@SievertElectric.com

Sincerely,

*Thomas Maloney*

Signature \_\_\_\_\_ Date Accepted \_\_\_\_\_

Printed Name & Title \_\_\_\_\_ Purchase Order # \_\_\_\_\_



Daktronics Scoreboard and Timing Systems



- Overall Dimensions  
12' high x 25' wide
- Arched Truss w/ Routed  
Logo and Letters  
DA-1001-25  
4' high x 25' wide
- Scoreboard  
FB-2023-W-PV  
8' high x 25' wide

Do Not Use for Design, Engineering, or Ad Copy Approval Purposes  
Screens and/or Printer Calibration may Impair Visual Accuracy of Colors Shown  
ALL DIMENSIONS ARE APPROXIMATE

06/03/2021 (Rev 0) Concept Lyons Township HS\_IL Stadium FB-2023 (1)

**LYONS TOWNSHIP HIGH SCHOOL** LA GRANGE, IL

THIS ARTWORK IS PROTECTED UNDER FEDERAL AND INTERNATIONAL COPYRIGHT LAW. EXPRESSED PERMISSION FROM DAKTRONICS INC. IS REQUIRED FOR REPRODUCTION. RENDERINGS ARE FOR THE EXCLUSIVE USE OF DAKTRONICS, DAKTRONICS CUSTOMERS, AND A CUSTOMER'S PARTNERS. RENDERINGS ARE CONCEPTUAL IN NATURE, AND ALTERATIONS MAY OCCUR DURING THE DESIGN AND INSTALLATION PROCESS. THEREFORE, THESE RENDERINGS DO NOT REPRESENT FABRICATION OR STRUCTURAL ENGINEER CERTIFIED OR STAMPED DOCUMENTS.





Specialists in hoists, cranes, and electrical service since 1913  
 1230 South Hannah Avenue  
 Forest Park IL 60130  
 708-405-5159  
 Fax 708-405-5159  
 www.sievertelectric.com

**Proposal # 99656**

Date of Proposal 05/28/2021  
**OPTION 2**  
 Department 2 Scoreboards

TO:

Attention: John Grundke  
 Lyons Township HS Dist # 204(EMAIL)  
 100 S Brainard Ave  
 Lagrange IL 60525

LOCATION:

Lyons Township High School South  
 4900 Willow Springs Rd  
 Western Springs IL 60525

Phone: 708-579-6300

Re: 25' FOOTBALL SCOREBOARD

Re; Daktronics 25' wide Football Scoreboard with TNMC , Programmable Captions, and Arch Truss.

Per your request we are pleased to quote pricing on the following Daktronics football scoreboard and accessories.

FB-2023-PV-W (White L.E.D. digits) w/ Horn, T.O.L. Display and Allsport 5000 controller	1	at	\$17,110.00	=	\$17,110.00
Wireless control option	1	at	\$850.00	=	\$850.00
Border striping	1	at	\$195.00	=	\$195.00
TNMC, Set of Two Programmable White L.E.D. Team Name Message Centers	1	at	\$5,145.00	=	\$5,145.00
Programmable captions with white L.E.D.'s	1	at	\$6,545.00	=	\$6,545.00
DA-1001-25, Decorative Arch Truss 4' H x 25' W w/ routed aluminum lettering and logo	1	at	\$7,695.00	=	\$7,695.00
Less 10% discount	37540	at	-\$0.10	=	-\$3,754.00
Shipping & Handling	1	at	\$1,800.00	=	\$1,800.00
Installation	1	at	\$9,500.00	=	\$9,500.00

**Net Amount** **\$45,086.00**  
 Above Proposal subject to Terms & Conditions as follows: \*Amount is in U.S. dollars.

- QUALIFICATIONS
1. Standard scoreboard color is black with white captions. Custom colors on both the scoreboard and captions available at no additional cost.
  2. Installation includes the following;
    - A. Remove existing scoreboard, logo panel, and haul away.
    - B. Add additional I-beam length to existing columns to support additional arch truss.
    - C. Receive and unload new scoreboard and arch truss.
    - D. Mount new scoreboard and decorative arch truss to modified structure.
    - E. Terminate electrical power into scoreboard using existing power.
    - F. Furnish, install, and program wireless receiver and transmitter.
    - G. Testing, demonstration and operator training.

NOTE: Sievert Electric does not accept responsibility for the integrity of the existing footings or columns as these were not installed by us.

3. Above pricing is valid for sixty (60) days.
4. Terms: Net ten (10) days as billed with a purchase order.
5. A 50% restocking charge applies to all canceled or returned orders.



**SIEVERT**  
—ELECTRIC—

*Specialists in hoists, cranes, and electrical service since 1913*

1230 South Hannah Avenue

Forest Park IL 60130

708-405-5159

Fax 708-405-5159

[www.sievertelectric.com](http://www.sievertelectric.com)

## **Proposal # 99656**

Date of Proposal 05/28/2021

**OPTION 2**

Department 2 Scoreboards

---

6. This proposal is based on Sievert Electric having clear open access for all necessary equipment (crane truck) to the scoreboard location. While Sievert will perform installation with the utmost care Sievert does not accept responsibility for repair or replacement of any damage to lawn due to the scoreboard installation.



**SIEVERT**  
— ELECTRIC —

*Specialists in hoists, cranes, and electrical service since 1913*

1230 South Hannah Avenue  
Forest Park IL 60130  
708-405-5159  
Fax 708-405-5159  
www.sievertelectric.com

## Proposal # 99656

Date of Proposal 05/28/2021  
OPTION 2  
Department 2 Scoreboards

### Terms & Conditions

1. Applicant agrees to comply with all terms and conditions of credit established by Sievert Electric Service & Sales Company and its subsidiaries ("Creditor") set forth herein. Creditor may amend the terms and conditions of credit by written notice at any time.
2. Applicant agrees to pay Creditor all fees, costs, and expenses, including but not limited to, attorney fees, expert witness fees, and deposition expenses, incurred by Creditor to collect all amounts due from Applicant to Creditor.
3. No credit will be allowed for goods returned without prior consent. Factory acceptance and terms will govern amount of credit on non-stock material.
4. Applicant agrees to pay Creditor any service charge(s) incurred for all returned checks.
5. Applicant agrees to notify the Credit Department by certified mail of any change in ownership and agrees to continue to be liable for all purchases after said change should the undersigned fail to comply with said notification.
6. Applicant agrees if any portion of a balance owed to Creditor shall become delinquent, at the sole discretion of Creditor, all invoices on the account may become immediately due and payable without notice.
7. Applicant understands and agrees that the granting of any credit hereunder and the amount or the term of such credit is the sole and exclusive decision of Creditor.
8. To avoid being charged sales tax, a bona fide copy of Applicant's resale or exemption certificate must accompany credit application.
9. Applicant authorizes Creditor to contact bank and business references provided and to investigate Applicant's credit history, including allowing creditor to request credit bureau reports regarding Applicant.
10. Creditor reserves the right to charge a service fee of 18% per annum or the maximum allowed by law, on all balances that become delinquent.
11. Applicant agrees to accept and honor for payment electronic reproductions of all invoices and authorizing signatures of Applicant's employees thereon.
12. Applicant certifies that all goods to be purchased by it from Creditor are not primarily for personal, family or household use.
13. Applicant agrees that the law of Illinois is applicable to all transactions, sales and disputes between Applicant and Creditor.
14. Applicant agrees that any action commenced by Creditor against it, including but not limited to any action to collect any amounts due to creditor, may be brought in any court of competent jurisdiction in the State of Illinois, and consents to the jurisdiction of said courts.
15. Applicant's signature attests financial responsibility, ability and willingness to pay our invoices in accordance with the credit terms set forth herein.
16. The undersigned hereby certifies that all information contained herein is true and correct.
17. This account will be considered in default if payment in full has not been received by Creditor within thirty (30) days of invoice date.
18. This account relationship may be terminated by Creditor at any time for any reason upon written notice to you.
19. Applicant represents that all sales are for commercial purposes and not intended for retail or residential use.

If you have any questions, please feel free to call me at 708-405-5159 or email me at Tom@SievertElectric.com

To accept this proposal, please fill out the information below, sign, and return via fax at 708-405-5159 or email at Tom@SievertElectric.com

Sincerely,

*Thomas Maloney*

Signature \_\_\_\_\_ Date Accepted \_\_\_\_\_

Printed Name & Title \_\_\_\_\_ Purchase Order # \_\_\_\_\_



**Daktronics Scoreboard and Timing Systems**



- Overall Dimensions  
12' high x 25' wide
- Arched Truss w/ Routed  
Logo and Letters  
DA-1001-25  
4' high x 25' wide
- Scoreboard  
FB-2023-W-PV w/ TNMCs  
and Elect Captions  
8' high x 25' wide

Do Not Use for Design, Engineering, or Ad Copy Approval Purposes  
Screens and/or Printer Calibration may Impair Visual Accuracy of Colors Shown  
ALL DIMENSIONS ARE APPROXIMATE

06/03/2021 (Rev 0) Concept Lyons Township HS\_IL Stadium FB-2023 (1)

**LYONS TOWNSHIP HIGH SCHOOL** LA GRANGE, IL

THIS ARTWORK IS PROTECTED UNDER FEDERAL AND INTERNATIONAL COPYRIGHT LAW. EXPRESSED PERMISSION FROM DAKTRONICS INC. IS REQUIRED FOR REPRODUCTION. RENDERINGS ARE FOR THE EXCLUSIVE USE OF DAKTRONICS, DAKTRONICS CUSTOMERS, AND A CUSTOMER'S PARTNERS. RENDERINGS ARE CONCEPTUAL IN NATURE, AND ALTERATIONS MAY OCCUR DURING THE DESIGN AND INSTALLATION PROCESS. THEREFORE, THESE RENDERINGS DO NOT REPRESENT FABRICATION OR STRUCTURAL ENGINEER CERTIFIED OR STAMPED DOCUMENTS.





**SIEVERT**  
— ELECTRIC —

Specialists in hoists, cranes, and electrical service since 1913  
1230 South Hannah Avenue  
Forest Park IL 60130  
708-405-5159  
Fax 708-405-5159  
www.sievertelectric.com

**Proposal # 99779**

Date of Proposal 06/04/2021  
OPTION 3  
Department 2 Scoreboards

**TO:**

Attention: John Grundke  
Lyons Township HS Dist # 204(EMAIL)  
100 S Brainard Ave  
Lagrange IL 60525

**LOCATION:**

Lyons Township High School South  
4900 Willow Springs Rd  
Western Springs IL 60525

Phone: 708-579-6300

**Re: LVX-16MT OUTDOOR VIDEO DISPLAY**

Re; Daktronics LVX-16MT Outdoor Video Display and Arch Truss.

Per your request we are pleased to quote pricing on the following Daktronics video display accessories and installation.

LVX-2160-154 x 440 L.E.D. 16MTmm Video Display Video Cabinet Dimensions 8'-5"H x 25'-0 W w/ 1 video input (Primary/Backup Player and Processor) w/Laptop Stand alone trumpet horn for use with outdoor video display Allsport 5000 controller Standard video All Sport RTD Input Kit ( Displays Game-In-Progress Information) (20) Custom Animations using school colors and logo. Support Drawings Power and Control System Drawings.	1	at	\$128,088.00	=	\$128,088.00
DA-1001-25, Decorative Arch Truss 4' H x 25' W w/ routed aluminum lettering and logo	1	at	\$7,695.00	=	\$7,695.00
Less 15% discount	135783	at	-\$0.15	=	-\$20,367.45
Shipping & Handling	1	at	\$2,500.00	=	\$2,500.00
Installation	1	at	\$23,300.00	=	\$23,300.00

**Net Amount**

**\$141,215.55**

Above Proposal subject to Terms & Conditions as follows:

\*Amount is in U.S. dollars.

**QUALIFICATIONS**

1. Standard scoreboard color is black with white captions. Custom colors on both the scoreboard and captions available at no additional cost.
2. Installation includes the following;
  - A. Remove existing scoreboard, logo panel, and haul away.
  - B. Add additional I-beam length to existing columns to support additional arch truss.
  - C. Receive and unload new video display and arch truss.
  - D. Mount new video display and decorative arch truss to modified structure.
  - E. Furnish and install power for new video display from base of video display up into video display.  
THIS DOES NOT INCLUDE ELECTRICAL POWER TO VIDEOBOARD AS POWER SOURCE IS UNKNOWN AT THIS TIME.
  - F. Furnish and install fiber optic cable from pullbox at base of scoreboard to pressbox.  
This includes furnishing and installing raceway for fiber optic cable.
  - G. Set up all control equipment in press box. Customer is responsible for having adequate room and power in press box for all control equipment. Terminate fiber cable in pressbox at the rack system. Terminate fiber cable into videoboard.
  - H. Testing, demonstration, commissioning of system and training.

NOTE: Sievert Electric does not accept responsibility for the integrity of the existing footings or columns as these were not installed by us.



**SIEVERT**  
—ELECTRIC—

*Specialists in hoists, cranes, and electrical service since 1913*

1230 South Hannah Avenue

Forest Park IL 60130

708-405-5159

Fax 708-405-5159

[www.sievertelectric.com](http://www.sievertelectric.com)

## **Proposal # 99779**

Date of Proposal 06/04/2021

**OPTION 3**

Department 2 Scoreboards

- 
3. Above pricing is valid for sixty (60) days.
  4. Terms: 30% down at time of purchase.  
30% to be paid prior to delivery of Daktronics display.  
40% balance to be paid upon completion of installation.
  5. A 50% restocking charge applies to all canceled or returned orders.
  6. This proposal is based on Sievert Electric having clear open access for all necessary equipment (crane truck) to the scoreboard location. While Sievert will perform installation with the utmost care Sievert does not accept responsibility for repair or replacement of any damage to lawn due to the scoreboard installation.
  7. Sievert is not responsible for locating any underground systems installed by the school that are not covered by a J.U.L.I.E. inspection.



**SIEVERT**  
— ELECTRIC —

*Specialists in hoists, cranes, and electrical service since 1913*  
1230 South Hannah Avenue  
Forest Park IL 60130  
708-405-5159  
Fax 708-405-5159  
www.sievertelectric.com

**Proposal # 99779**

Date of Proposal 06/04/2021  
OPTION 3  
Department 2 Scoreboards

Terms & Conditions

1. Applicant agrees to comply with all terms and conditions of credit established by Sievert Electric Service & Sales Company and its subsidiaries ("Creditor") set forth herein. Creditor may amend the terms and conditions of credit by written notice at any time.
2. Applicant agrees to pay Creditor all fees, costs, and expenses, including but not limited to, attorney fees, expert witness fees, and deposition expenses, incurred by Creditor to collect all amounts due from Applicant to Creditor.
3. No credit will be allowed for goods returned without prior consent. Factory acceptance and terms will govern amount of credit on non-stock material.
4. Applicant agrees to pay Creditor any service charge(s) incurred for all returned checks.
5. Applicant agrees to notify the Credit Department by certified mail of any change in ownership and agrees to continue to be liable for all purchases after said change should the undersigned fail to comply with said notification.
6. Applicant agrees if any portion of a balance owed to Creditor shall become delinquent, at the sole discretion of Creditor, all invoices on the account may become immediately due and payable without notice.
7. Applicant understands and agrees that the granting of any credit hereunder and the amount or the term of such credit is the sole and exclusive decision of Creditor.
8. To avoid being charged sales tax, a bona fide copy of Applicant's resale or exemption certificate must accompany credit application.
9. Applicant authorizes Creditor to contact bank and business references provided and to investigate Applicant's credit history, including allowing creditor to request credit bureau reports regarding Applicant.
10. Creditor reserves the right to charge a service fee of 18% per annum or the maximum allowed by law, on all balances that become delinquent.
11. Applicant agrees to accept and honor for payment electronic reproductions of all invoices and authorizing signatures of Applicant's employees thereon.
12. Applicant certifies that all goods to be purchased by it from Creditor are not primarily for personal, family or household use.
13. Applicant agrees that the law of Illinois is applicable to all transactions, sales and disputes between Applicant and Creditor.
14. Applicant agrees that any action commenced by Creditor against it, including but not limited to any action to collect any amounts due to creditor, may be brought in any court of competent jurisdiction in the State of Illinois, and consents to the jurisdiction of said courts.
15. Applicant's signature attests financial responsibility, ability and willingness to pay our invoices in accordance with the credit terms set forth herein.
16. The undersigned hereby certifies that all information contained herein is true and correct.
17. This account will be considered in default if payment in full has not been received by Creditor within thirty (30) days of invoice date.
18. This account relationship may be terminated by Creditor at any time for any reason upon written notice to you.
19. Applicant represents that all sales are for commercial purposes and not intended for retail or residential use.

If you have any questions, please feel free to call me at 708-405-5159 or email me at Tom@SievertElectric.com  
To accept this proposal, please fill out the information below, sign, and return via fax at 708-405-5159 or email at Tom@SievertElectric.com

Sincerely,

*Thomas Maloney*

Signature \_\_\_\_\_ Date Accepted \_\_\_\_\_

Printed Name & Title \_\_\_\_\_ Purchase Order # \_\_\_\_\_



**Daktronics Scoreboard and Timing Systems**



- Overall Dimensions  
12.4' high x 25' wide
- Arched Truss w/ Routed  
Logo and Letters  
DA-1001-25  
4' high x 25' wide
- LED Display (Scbd-to-Video)  
LVX-16MT-154x440  
8.4' high x 25' wide  
Active Area: 8.4' x 24'  
Display Borders:  
8.4' x 6" @2

Do Not Use for Design, Engineering, or Ad Copy Approval Purposes  
Screens and/or Printer Calibration may Impair Visual Accuracy of Colors Shown  
ALL DIMENSIONS ARE APPROXIMATE

06/03/2021 (Rev 0) Concept Lyons Township HS\_IL Stadium LVX-16MT-154x440 (1)

**LYONS TOWNSHIP HIGH SCHOOL** LA GRANGE, IL

THIS ARTWORK IS PROTECTED UNDER FEDERAL AND INTERNATIONAL COPYRIGHT LAW. EXPRESSED PERMISSION FROM DAKTRONICS INC. IS REQUIRED FOR REPRODUCTION. RENDERINGS ARE FOR THE EXCLUSIVE USE OF DAKTRONICS, DAKTRONICS CUSTOMERS, AND A CUSTOMER'S PARTNERS. RENDERINGS ARE CONCEPTUAL IN NATURE, AND ALTERATIONS MAY OCCUR DURING THE DESIGN AND INSTALLATION PROCESS. THEREFORE, THESE RENDERINGS DO NOT REPRESENT FABRICATION OR STRUCTURAL ENGINEER CERTIFIED OR STAMPED DOCUMENTS.





**SIEVERT**  
— E L E C T R I C —

Specialists in hoists, cranes, and electrical service since 1913  
1230 South Hannah Avenue  
Forest Park IL 60130  
708-405-5159  
Fax 708-405-5159  
www.sievertelectric.com

## Proposal # 99252

Date of Proposal 05/12/2021

Department 2 Scoreboards

TO:

Attention: Ed Wright  
Lyons Township HS Dist # 204  
100 S Brainard Ave  
Lagrange IL 60525

LOCATION:

Lyons Township High School South  
4900 Willow Springs Rd  
Western Springs IL 60525

Phone: 708-579-6300

Re: LVX OUTDOOR VIDEO DISPLAY

Re; Daktronics LVX-15HD Outdoor Video Display

Per your request we are pleased to quote pricing on the following Daktronics Video Display, accessories, and installation.

LVX-2160-264 x 480 L.E.D. 15HDmm Video Display Video Cabinet dimensions 13'-2" H x 25'-0" W w/ 1 video input (Primary /Backup Player & Processor) w/Laptop Stand Alone trumpet horn for use with outdoor video display Allsport 5000 controller Standar video All Sport RTD Input Kit (Displays Game-In-Progress Information) (20) Custom Animations using school colors and logo. Support Drawings Power & Control System Drawings Engineered Stamped drawings for footings and beams	1	at	\$168,960.00	=	\$168,960.00
DA-1001-25, Decorative Arch Truss w/ raised aluminum lettering and logo.	1	at	\$7,695.00	=	\$7,695.00
Less 15% existing customer discount	176655	at	-\$0.15	=	-\$26,498.25
Shipping & Handling (independent carrier loads)	1	at	\$2,600.00	=	\$2,600.00
Installation	1	at	\$47,950.00	=	\$47,950.00

**Net Amount**

Above Proposal subject to Terms & Conditions as follows:

**\$200,706.75**

\*Amount is in U.S. dollars.

QUALIFICATIONS:

1. Installation includes the following;
  - A. Remove existing scoreboard at time of new column installation.  
I-beams to be cut down to existing base surface. Base surface to be chopped down below grade.
  - B. Fabricate and paint new scoreboard structure. New structure to be painted black.
  - C. Augur (2) new 3' diameter x 14' deep pier foundations. Haul spoils off site.
  - D. Furnish and install (2) new steel columns (W21 x 44 x 40') in concrete footings
  - E. Furnish and install square tube horizontal supports for structure.
  - F. Receive and unload new video display and decorative truss.
  - G. Mount new video display, and decorative truss to new scoreboard structure.



**SIEVERT**  
—ELECTRIC—

*Specialists in hoists, cranes, and electrical service since 1913*

1230 South Hannah Avenue

Forest Park IL 60130

708-405-5159

Fax 708-405-5159

[www.sievertelectric.com](http://www.sievertelectric.com)

## Proposal # 99252

Date of Proposal 05/12/2021

Department 2 Scoreboards

- 
- H. Furnish and install power for new videodisplay from base of video display up into videodisplay.  
THIS DOES NOT INCLUDE ELECTRICAL POWER TO VIDEOBOARD AS POWER SOURCE IS UNKNOWN AT THIS TIME.
- I. Furnish and install fiber optic cable from pullbox at base of scoreboard to pressbox.  
This includes furnishing and installing raceway for fiber optic cable.
- J. Set up all control equipment in press box. Customer is responsible for having adequate room and power in press box for all control equipment. Terminate fiber cable in pressbox at the rack system. Terminate fiber cable into videoboard.
- K. Testing, demonstration, commissioning of system and training.
3. Above pricing is valid for sixty (60) days.
4. Terms: 30% down at time of purchase.  
30% to be paid prior to delivery of Daktronics displays.  
40% balance to be paid upon completion of installation.
5. A 50% restocking charge applies to all canceled or returned orders.
6. Cost of permits and related fees NOT included.
7. This proposal is based on Sievert Electric having clear open access for all necessary equipment (crane truck, cement truck, auger truck, etc.) to the scoreboard location. While Sievert will perform installation with the utmost care Sievert does not accept responsibility for repair or replacement of any damage to the lawn due to the scoreboard installation.
8. Sievert is not responsible for locating any underground systems installed by the school that are not covered by a J.U.L.I.E. inspection.
9. The installation of the (2) new concrete bases does not include drilling thru rock/very large obstructions or unstable ground. Additional costs would be required for these special conditions.



**SIEVERT**  
— ELECTRIC —

Specialists in hoists, cranes, and electrical service since 1913  
1230 South Hannah Avenue  
Forest Park IL 60130  
708-405-5159  
Fax 708-405-5159  
www.sievertelectric.com

## Proposal # 99252

Date of Proposal 05/12/2021

Department 2 Scoreboards

### Terms & Conditions

1. Applicant agrees to comply with all terms and conditions of credit established by Sievert Electric Service & Sales Company and its subsidiaries ("Creditor") set forth herein. Creditor may amend the terms and conditions of credit by written notice at any time.
2. Applicant agrees to pay Creditor all fees, costs, and expenses, including but not limited to, attorney fees, expert witness fees, and deposition expenses, incurred by Creditor to collect all amounts due from Applicant to Creditor.
3. No credit will be allowed for goods returned without prior consent. Factory acceptance and terms will govern amount of credit on non-stock material.
4. Applicant agrees to pay Creditor any service charge(s) incurred for all returned checks.
5. Applicant agrees to notify the Credit Department by certified mail of any change in ownership and agrees to continue to be liable for all purchases after said change should the undersigned fail to comply with said notification.
6. Applicant agrees if any portion of a balance owed to Creditor shall become delinquent, at the sole discretion of Creditor, all invoices on the account may become immediately due and payable without notice.
7. Applicant understands and agrees that the granting of any credit hereunder and the amount or the term of such credit is the sole and exclusive decision of Creditor.
8. To avoid being charged sales tax, a bona fide copy of Applicant's resale or exemption certificate must accompany credit application.
9. Applicant authorizes Creditor to contact bank and business references provided and to investigate Applicant's credit history, including allowing creditor to request credit bureau reports regarding Applicant.
10. Creditor reserves the right to charge a service fee of 18% per annum or the maximum allowed by law, on all balances that become delinquent.
11. Applicant agrees to accept and honor for payment electronic reproductions of all invoices and authorizing signatures of Applicant's employees thereon.
12. Applicant certifies that all goods to be purchased by it from Creditor are not primarily for personal, family or household use.
13. Applicant agrees that the law of Illinois is applicable to all transactions, sales and disputes between Applicant and Creditor.
14. Applicant agrees that any action commenced by Creditor against it, including but not limited to any action to collect any amounts due to creditor, may be brought in any court of competent jurisdiction in the State of Illinois, and consents to the jurisdiction of said courts.
15. Applicant's signature attests financial responsibility, ability and willingness to pay our invoices in accordance with the credit terms set forth herein.
16. The undersigned hereby certifies that all information contained herein is true and correct.
17. This account will be considered in default if payment in full has not been received by Creditor within thirty (30) days of invoice date.
18. This account relationship may be terminated by Creditor at any time for any reason upon written notice to you.
19. Applicant represents that all sales are for commercial purposes and not intended for retail or residential use.

If you have any questions, please feel free to call me at 708-405-5159 or email me at Tom@SievertElectric.com

To accept this proposal, please fill out the information below, sign, and return via fax at 708-405-5159 or email at Tom@SievertElectric.com

Sincerely,

*Thomas Maloney*

Signature \_\_\_\_\_ Date Accepted \_\_\_\_\_

Printed Name & Title \_\_\_\_\_ Purchase Order # \_\_\_\_\_



**Daktronics Scoreboard and Timing Systems**



# LYONS TOWNSHIP HIGH SCHOOL



3<sup>RD</sup> STREET  
BANK

HOMETOWN  
REALTY

FEARLESS  
FITNESS

31



1<sup>ST</sup>  
& 10



6:49

ON  
30



24

- Overall Dimensions  
17.2' high x 25' wide
- Arched Truss w/ Routed  
Logo and Letters  
DA-1001-25  
4' high x 25' wide
- LED Display  
LVX-15HD-264x480  
13.2' high x 25' wide  
Active Area: 13.2' x 24'  
Display Borders:  
13.2' x 6" @2

Do Not Use for Design, Engineering, or Ad Copy Approval Purposes  
Screens and/or Printer Calibration may Impair Visual Accuracy of Colors Shown  
ALL DIMENSIONS ARE APPROXIMATE

05/11/2021 (Rev 0) Concept Lyons Township HS\_IL Stadium LVX-15HD-264x480 (1)

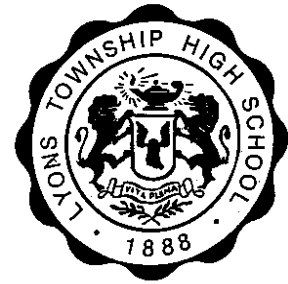
## LYONS TOWNSHIP HIGH SCHOOL LA GRANGE, IL

THIS ARTWORK IS PROTECTED UNDER FEDERAL AND INTERNATIONAL COPYRIGHT LAW. EXPRESSED PERMISSION FROM DAKTRONICS INC. IS REQUIRED FOR REPRODUCTION. RENDERINGS ARE FOR THE EXCLUSIVE USE OF DAKTRONICS, DAKTRONICS CUSTOMERS, AND A CUSTOMER'S PARTNERS. RENDERINGS ARE CONCEPTUAL IN NATURE, AND ALTERATIONS MAY OCCUR DURING THE DESIGN AND INSTALLATION PROCESS. THEREFORE, THESE RENDERINGS DO NOT REPRESENT FABRICATION OR STRUCTURAL ENGINEER CERTIFIED OR STAMPED DOCUMENTS.



# LYONS TOWNSHIP HIGH SCHOOL

DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101  
· Tel: (708) 579-6462 · Fax: (708) 579-6454 · Email: bstachacz@lths.net · Website: www.lths.net



Brian Stachacz  
Director of Business Services

## Memorandum

**To:** Dr. Brian Waterman, Board of Education  
**From:** Brian Stachacz  
**Date:** 1/6/2022  
**Re:** 2022 Mechanical Projects Bid Results

---

On December 22nd, the District received and opened bids for the summer of 2022 Mechanical Projects. For reference, the Board of Education approved bid specifications for the replacement of the air-handling units in the Fieldhouse at North Campus, the replacement of ductwork above exit 2&3 at North Campus, the addition of dryer vent for the pool area laundry room at North Campus, the addition of a cooling tower/chiller along with the replacement of the remaining unit-vents in the B-wing at South campus (for air-conditioning) and the replacement of the unit-vents in the C-wing at South campus (for air-conditioning). There were seven bids received and the low bidder for each project and in total was F.E Moran with a total bid of \$6,331,000.

One of our biggest concerns with running all three projects in one summer, during the Pandemic, is that a single contractor would not be able to complete the project on time or obtain the necessary equipment and materials. Ed Wright and Paul Gajda from DLA Architects have had several conversations with representatives from F.E. Moran and they have outlined their plan for completing the work in a timely manner. This work will require F.E. Moran to have multiple crews on site while also planning to work on Saturdays in order to complete the project on time. They have also made assurances that they will be able to obtain all of the necessary equipment to complete the project.

At this time, we can recommend that the contract be awarded to F.E. Moran in the amount of \$6,331,000.

Please remember also that the district has roughly \$3.0 million in grant money available for this project.

**Recommendation:** The Board of Education award the contract for the 2022 Mechanical Project in the amount of \$6,331,000 to F.E. Moran.



December 30, 2021

Mr. Brian Stachacz  
Lyons Township High School District 204  
100 S. Brainard  
LaGrange, IL 60525

Dear Brian

Subject: 2022 North and South Campus Mechanical Project  
Lyons Township High School District 204  
Project No. 2021.075

As you know the District recently accepted construction bids from contractors for multiple projects at Lyons Township High School District 204. The projects were divided into separate bid packages in order to help ensure qualified contractors were bidding and to provide the District with some flexibility in project selection.

The following is a summary of the bid results for each project.

**Base Bid #1: South Campus Chiller, Tunnel Piping and B-Wing Unit Vents**

After reviewing the Base Bids received from six bidders on Wednesday, December 22, 2021 and as requested by District 204 Administration, we have determined that the Apparent Lowest Qualified Bidder is F.E. Moran. This determination is based on the acceptance of their Base Bid at **\$2,886,000**, which includes a \$50,000 General Allowance, as seen in the attached Bid Tabulation form.

Base bid work includes a new cooling tower, chilled water piping mains for B-Wing and C-Wing, the replacement of the remaining unit vents on the first and second floors of B-Wing and all associated work. All B-Wing classrooms will have air conditioning at the completion of this project.

The low Base Bid from F.E. Moran is slightly above our estimated construction cost of \$2,300,000 due to current market conditions and premium time required to complete the work in the time frame for the start of school. For the scope included in this project we do find that the bid amount is reasonable and appropriate for the proposed scope of work.

### **Base Bid #2: South Campus C-Wing Unit Vents**

After reviewing the Base Bids received from six bidders on Wednesday, December 22, 2021 and as requested by District 204, we have determined that the Apparent Lowest Qualified Bidder is F.E. Moran. This determination is based on the acceptance of their Base Bid at **\$1,465,000**, which includes a \$30,000 General Allowance, as seen in the attached Bid Tabulation form.

Base bid work includes the replacement of all unit vents on the first and second floors of C-Wing, vertical piping and all associated work. All C-Wing classrooms will be air conditioning ready at the completion of this project by itself. If this project is combined with Base Bid #1 all classrooms will have air conditioning at the completion of this project.

The low Base Bid from F.E. Moran is slightly above our estimated construction cost of \$1,200,000 due to current market conditions and premium time required to complete the work in the time frame for the start of school. For the scope included in this project we do find that the bid amount is reasonable and appropriate for the proposed scope of work.

### **Base Bid #3: Vaughan Building Fieldhouse Air Handler Replacement**

After reviewing the Base Bids received from seven bidders on Wednesday, December 22, 2021 and as requested by District 204 Administration, we have determined that the Apparent Lowest Qualified Bidder is F.E. Moran. This determination is based on the acceptance of their Base Bid at \$1,980,000, which includes a \$30,000 General Allowance, as seen in the attached Bid Tabulation form.

Base Bid work includes the replacement of the air handlers and ductwork in the fieldhouse, installation of a dryer vent and replacement of exterior ductwork on the North Building. The air handlers will be relocated to the roof of the fieldhouse and the fieldhouse will be air conditioned at the completion of this project.

The low Base Bid from F.E. Moran is slightly below our estimated construction cost of \$2,200,000. For the scope included in this project we do find that the bid amount is reasonable and appropriate for the proposed scope of work.

### **Overall Summary**

We have contacted representatives from F.E. Moran and they have stated that all the work as shown in the Construction Documents has been considered and that they are comfortable with their bid.

Our largest concern has been around a single contractor's capability to complete the breadth of scope within the limited time frame required to have classrooms ready for the start of the school year. F.E. Moran is one of the larger mechanical contractors in the

Mr. Brian Stachacz  
Page 3  
December 30, 2021

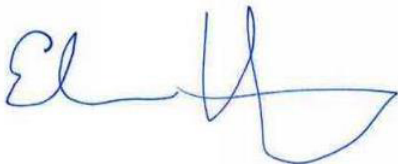
Chicagoland area and has vast experience completing project of this size in school districts around the state. They have successfully completed similar projects in multiple buildings at East Aurora School District in each of the past two summers. They plan to have three separate crews dedicated to each Base Bid and a project foreman at each building to ensure they stay on task. They also plan to work Saturdays for the majority of the project at South Campus (which is reflected in their bid numbers) in order to complete the work on time. Additionally, they have already been in contact with the equipment suppliers to make sure things are ready to move forward.

Therefore DLA Architects, with the approval of Lyons Township High School District 204, recommends award of the contracts to F.E. Moran for the Base Bid work of all three projects, in the amount of **\$6,331,000**.

Please note that we would recommend issuing a letter of intent as soon as possible in order to start ordering the long lead items, to help ensure a timely completion of the projects.

If you should have any questions, please do not hesitate to call.

Sincerely

A handwritten signature in blue ink, appearing to read 'Edward Wright', with a stylized flourish at the end.

Edward Wright, AIA  
Principal

Enclosure: Bid Tab Sheets for each project.

c: Paul Gajda, DLA Architects, Ltd.

2022 North and South Campus Mechanical Project for Lyons Township High School District 204

Project # 2021.075

December 22 at 1:00 pm

**BID TAB**



Contractor	Bid Bond	Add#1	Add#2	Base Bid # 1	Base Bid # 2	Base Bid # 3	Base Bids 1, 2 and 3 (Single Contractor)
AMS Mechanical Systems	X	X	X	No Bid	No Bid	\$2,097,800	
F.E. Moran	X	X		\$2,886,000	\$1,465,000	\$1,980,000	\$6,331,000
Ideal Heating Company	X	X	X	\$3,011,666	\$1,709,999	\$2,109,333	\$6,830,998
Oak Brook Mechanical Services Inc.	X	X	X	\$3,106,000	\$1,828,000	\$2,215,000	\$7,149,000
Quality Control Systems Inc.	X	X	X	\$3,718,400	\$1,965,600	\$2,667,300	\$8,351,300
Voris Mechanical Inc.	X	X	X	\$3,266,600	\$1,586,900	\$2,361,400	\$7,214,900
YMI Group	X	X	X	\$3,419,244	\$2,111,609	\$2,213,309	\$7,744,162

**Base Bid 1:** New cooling tower, piping mains from that cooling tower to B-Wing and C-Wing, replacing the remaining B-Wing unit vents and connecting them to the new cooling tower at the South Campus.

**Base Bid 1 Allowance:** Include in base bid a \$50,000 (Fifty Thousand Dollars) contingency allowance to be used for unforeseen conditions and at the discretion of the Owner.

**Base Bid 2:** Replacing all C-Wing unit vents both floors, riser piping and connecting them to the new piping mains in the tunnels at the South Campus.

**Base Bid 2 Allowance:** Include in base bid a \$30,000 (Thirty Thousand Dollars) contingency allowance to be used for unforeseen conditions and at the discretion of the Owner.

**Base Bid 3:** Replacement of the 9 air handlers in the Vaughan Field House with 9 new RTU's and exposed ductwork, adding a vent for the Laundry Room dryer and duct replacement work on the roof at entrances 2 and 3 in the North Building.

**Base Bid 3 Allowance:** Include in base bid a \$30,000 (Thirty Thousand Dollars) contingency allowance to be used for unforeseen conditions and at the discretion of the Owner.

# LYONS TOWNSHIP HIGH SCHOOL

DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101  
· Tel: (708) 579-6462 · Fax: (708) 579-6454 · Email: bstachacz@lths.net · Website: www.lths.net



Brian Stachacz  
Director of Business Services

## Memorandum

**To:** Dr. Brian Waterman, Board of Education  
**From:** Brian Stachacz  
**Date:** 1/6/2022  
**Re:** 2022 Asbestos Removal Project Bid Results

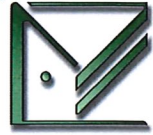
---

On December 22nd, the District received and opened bids for the summer of 2022 Asbestos Removal Projects. These projects are required in conjunction with the Mechanical Projects as there is asbestos containing insulation, mastic and floor tile that need to be removed during these projects. Seven bids were received with the low bid being submitted by Great Western Abatement in the amount for all projects of \$55,511. After a review of the submitted bid and conversations with personnel at Great Western Abatement, our consulting team at MMLP is recommending the awarding of the contract for all three projects to Great Western Abatement.

**Recommendation:** The Board of Education award the contract for the 2022 Asbestos Removal Projects to Great Western Abatement in the amount of \$55,511.

# MMLP Ltd.

Melotte Morse Leonatti Parker, Ltd.  
213 ½ South Sixth Street, Springfield, Illinois 62701-1502  
Phone: (217) 789-9515; Email: architect@mml-adg.com



6 January 2022

Mr. Brian Stachacz  
Lyons Township School District  
100 South Brainard Avenue  
Lagrange, Illinois 60525

RE: Lyons Township High School  
2022 Asbestos Abatement  
ADG #221020

Brian:

Enclosed you will find the Bid Tabulation for the proposed 2022 abatement project. Seven bids were received with the base bid plus alternate bids ranging from \$55,511 to \$124,200. The low bid was received from Great Western. Unit prices of \$2,351 for the add/deduct cost for the installation of a mini-containment and the glovebag removal of 20 lineal feet of pipe insulation and \$6 square foot for the removal of floor tile and mastic were also submitted. As you can see, the next two low bidders were \$75,010 and \$76,500. I have spoken with Johnny Schnettgoecke of Great Western and he is comfortable with his bid.

We have reviewed the proposals submitted by both of the potential low bidders and they appear to be executed in accordance with the Contract Documents. We recommend that the school district award the Base Bid and Unit Prices to Great Western.

With your approval, we will issue an Intent to Award to Great Western as soon as you advise us of the board's acceptance of this bid. The letter of Intent will allow them to obtain the specified bonds and submittals for this project.

If you have any questions, please contact our office.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ken Evans', with a stylized flourish at the end.

Ken Evans  
Analytical Design Group  
Melotte Morse Leonatti Parker, Ltd.

# BID TABULATION

FILE: 221020 /7.1

**PROJECT:** Lyons Township High School  
TITLE  
2022 Abatement  
LOCATION:  
Lagrange, Illinois

**ADG NO.** 221020

**BIDS DUE:** 12/22/2021 11:30 AM  
DATE TIME

**AT:** Lyons District Office

**OWNER:** Lyons Township High School  
NAME:

TITLE:

COMPANY:  
100 South Brainerd Avenue  
ADDRESS:  
Lagrange, IL

PHONE: FAX:

**CONTRACT:** Abatement  
TRADE:

**PHASE:** \_\_\_\_\_

**ESTIMATE:** B-\$26,000 1-\$23,000  
2-\$18,000

**PAGE 1 OF 3**

*BID SECURITY: 1 = BID BOND, 2 = CERT. CHECK, 3 = OTHER*

*BID TYPE: B = BASE BID, 1= ALTERNATE #1, 2= ALTERNATE #2..., T= TOTAL*

BIDDER INFORMATION			BID SECURITY		BID INFORMATION		ADDENDA			REMARKS
BID NO.	CONTRACTOR/COMPANY	BID PKG	TYPE	AMOUNT	TYPE	AMOUNT	1	2	3	
1	Great Western Abatement		1	5%	B	\$11,794	X			
	27298 Hagen Road				A1	\$27,260				
	Jerseyville, IL				A2	\$16,457				
2	DEM Services, Inc.		1	5%	B	\$21,350	X			
	1765 Cortland Ct. #A				A1	\$37,100				
	Addison, IL				A2	\$31,200				
3	Colfax Corporation		1	5%	B	\$24,900	X			
	2441 North Leavitt Street				A1	\$33,800				
	Chicago, IL				A2	\$17,800				



# LYONS TOWNSHIP HIGH SCHOOL



**DISTRICT 204 OFFICES** 100 S. Brainard Ave., LaGrange, IL 60525-2101  
• Tel: (708) 579-6456 • Fax: (708) 579-6454 • Email: epiotrowski@lths.net • Website: www.lths.net

**EDWARD M. PIOTROWSKI**  
Director of Human Resources

**TO:** Board of Education  
**FROM:** Ed Piotrowski, Director of Human Resources  
**DATE:** January 5, 2022  
**RE:** Board Policies Review - PRESS 108

---

The District maintains its policies through the PRESS service provided by the Illinois Association of School Boards (IASB). We recently received PRESS issue 108 updates, and recommendations are outlined below. This is the largest PRESS update that has ever been released.

**Section 1.** For quality assurance, IASB recommends a review of policies at least once every five years. The following 2 policies included in PRESS Issue 108 are recommended for 5-year update approval:

Policy 4:120 Food Services  
Policy 8:100 Relations with Other Organizations and Agencies

These policies are unchanged. Once reviewed, the adopted date will be updated in the policy manual.

**Section 2.** The following 41 policy revisions includes changes of an administrative nature, such as updates to legal references, footnotes, terminology, or responses to recent legislation, and should not affect how the policies are interpreted.

Policy 2:20 Powers and Duties of the Board of Education; Indemnification  
Policy 2:105 Ethics and Gift Ban  
Policy 2:120 Board Member Development  
Policy 2:220 Board of Education Meeting Procedure  
Policy 3:40 Superintendent  
Policy 3:50 Administrative Personnel Other Than the Superintendent  
Policy 3:60 Administrative Responsibility of the Building Principal  
Policy 4:60 Purchases and Contracts

\*In addition to the IASB recommended edits, we are recommending a District Unique Edit to increase bid thresholds from \$10,000/\$20,000 to \$25,000/\$50,000. This dollar amount is listed within Policy 4:60 which is attached and labeled as item #1 within the policy for your additional review and consideration.

Policy 4:160	Environmental Quality of Buildings and Grounds
Policy 4:170	Safety
Policy 4:175	Convicted Child Sex Offender; Screening; Notifications
Policy 5:10	Equal Employment Opportunity and Minority Recruitment
Policy 5:20	Workplace Harassment Prohibited
Policy 5:30	Hiring Process and Criteria
Policy 5:90	Abused and Neglected Child Reporting
Policy 5:100	Staff Development Program
Policy 5:125	Electronic Communication/Social Media Use
Policy 5:185	Family and Medical Leave
Policy 5:200	Terms and Conditions of Employment and Dismissal
Policy 5: 220	Substitute Teachers
Policy 5:330	Sick Days, Vacation, Holidays and Leaves
Policy 6:15	School Accountability
Policy 6:20	School Year Calendar and Day
Policy 6:50	School Wellness
Policy 6:120	Education of Children with Disabilities
Policy 6:135	Accelerated Placement Program
Policy 6:300	Graduation Requirements
Policy 6:340	Student Testing and Assessment Program
Policy 7:10	Equal Educational Opportunities
Policy 7:20	Harassment of Students Prohibited
Policy 7:30	Student Assignment
Policy 7:60	Residence
Policy 7:80	Release Time for Religious Instruction/Observance
Policy 7:150	Agency and Police Interviews
Policy 7:190	Student Behavior
Policy 7:200	Suspension Procedures
Policy 7:210	Expulsion Procedures
Policy 7:250	Student Support Services
Policy 7:260	Exemption from Physical Activity
Policy 7:290	Suicide and Depression Awareness and Prevention
Policy 7:345	Protection of Student Personal Information Online

**Section 3.** The following 14 policies have been reviewed by our legal counsel and the recommendations provided are attached.

Policy 2:110	Qualifications, Term and Duties of Board Officers
Policy 2:260	Uniform Grievance Procedure
Policy 4:165	Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors (This is a new policy)
Policy 5:50	Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco and Cannabis Prohibition
Policy 5:120	Employee Ethics; Conduct; and Conflict of Interest
Policy 5:150	Personnel Records
Policy 5:250	Leaves of Absence
Policy 6:60	Curriculum Content
Policy 7:70	Attendance and Truancy

- Policy 7:160 Student Appearance
- Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- Policy 7:240 Conduct Code for Participants in Extracurricular Activities
- Policy 7:315 Restrictions on Publications, High Schools
- Policy 7:340 Student Records

**1. Policy 2:110 – Qualifications, Term and Duties of Board Officers**

- We recommend adopting the IASB proposed changes to #9 of the “President” Section.
- We recommend adopting this change because updates were made to the Open Meetings Act that allow for virtual or remote Board meetings, if certain conditions are met and therefore, a quorum of the Board does not need to be physically present at *all* Board meetings.
- It is not necessary to adopt the remainder of the IASB proposed changes. Section 10-21.9 of the School Code does require licensed and nonlicensed applicants for employment submit to a fingerprint-based criminal history records check, and this provision also names the Board President as the individual who receives the results of the records check from the FBI and Illinois State Police. However, many districts delegate this task in the hiring process to the human resources department, and Board Policy 5:30 already places this obligation on the Superintendent or designee. Thus, we do not think it is necessary to add this proposed language. If the Board does not add this proposed language, then the inclusions under the “Legal References” Section are also unnecessary to add.

**2. Policy 2:260 – Uniform Grievance Procedure**

- We recommend adopting the proposed changes to this policy.
- While not required, the changes under the “Investigation Process” Section will be useful to avoid conflicts between Board policy and a collective bargaining agreement that may require disclosure of a Complainant or witnesses name during the grievance process.
- The changes under the “Decision and Appeal” Section requiring decisions to be sent by registered mail, return receipt requested, are not required. However, we recommend adopting these changes so the District has a record of its compliance with various timelines in the grievance policy. Delivery by registered mail, return receipt requested allows the District to verify the date of receipt so the District can adequately calculate subsequent timelines for actions pursuant to the grievance procedure.
- The addition of “after an appeal of the Superintendent’s decision” under the “Decision and Appeal” Section is not required, but is helpful in clarifying the timeline under the policy. Accordingly, we recommend adopting it.
- We recommend updating the “Legal References” Section to incorporate the changes suggested by IASB. These recommended changes update the legal references to incorporate the correct, current citations.

**3. Policy 4:165 – Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors**

- We recommend adopting this new IASB policy, with some modifications. We have enclosed Policy 4:165 with our recommendations in track changes for your review.
- We recommend adopting Policy 4:165 because Section 10-23.13 of the School Code requires school districts to adopt and implement a policy by July 1, 2022 that includes age-appropriate and evidence-informed curriculum for students in pre-K through 12<sup>th</sup> grade, evidence-informed training for school personnel on child sexual abuse, evidence-informed educational information to parents or guardians provided in the school handbook on the warning signs of a child being abused, along with any needed assistance, referral, or resource information; available counseling and resources for students affected by sexual abuse; and emotional and educational support for a child to continue to be successful in school. We recommend adopting the IASB proposed changes to satisfy this requirement; however, we incorporated some revisions to the IASB proposed language to align more closely with the language of the School Code.

**4. Policy 5:50 – Drug and Alcohol Free Workplace; E-Cigarette, Tobacco and Cannabis Prohibition**

- We recommend adopting the IASB proposed changes in the first Section under #3, which begins “Manufacture, distribution, consumption...” We recommend adopting this change because it aligns with the language of the Cannabis Regulation and Tax Act.
- We do not recommend adopting the following IASB proposed changes:
  - The first sentence in the second paragraph, beginning with “Upon the Superintendent or designee’s reasonable suspicion of an employee’s violation...” While the language proposed is consistent with state law, the District is not required to state the potential actions it may take following reasonable suspicion of a policy violation related to drug and/or alcohol use. By not adopting this recommendation, the District maintains its flexibility to respond how it deems appropriate under individual circumstances.
  - The second sentence in the second paragraph, beginning with “State law protects the District from liability...” The District is protected from liability pursuant to Section 10-50 of the Cannabis Regulation and Tax Act. There is no requirement to include this information in the District’s policy.
- We recommend adopting the remaining IASB proposed changes to this policy, which are minor in nature and for the purposes of clarity and grammar.

**5. Policy 5:120 – Employee Ethics; Conduct; and Conflict of Interest**

- We recommend adopting certain IASB proposed changes with modifications and not adopting other proposed changes. We have enclosed Policy 5:120 with our recommendations in track changes for your review.
- We recommend adopting the proposed language under the “Professional and Appropriate Conduct” Section because it aligns with the requirements of Public Act 102-0676. Public Act 102-0676 requires each school district to develop an employee code of professional conduct policy that addresses the following:
  - Incorporates the Code of Ethics for Illinois Educators;
  - Incorporates the definition of “sexual misconduct”;

- Identifies expectations for employees and agents of school district on how to maintain professional relationship with students, including expectations for staff-student boundaries, recognizing the age and developmental level of students served, and establishes guidelines for:
  1. Transporting a student
  2. Taking or possessing a photo of a student
  3. Meeting with a student or contacting a student outside of the employee's professional role
- References employee reporting requirements under ANCRA and Title IX; and
- References required employee training related to child abuse and education ethics applicable under state and federal law.
- Note that the ESEA also includes certain employee reporting requirements, as noted in Policy 5:150, but we have removed PRESS' proposed reference to the ESEA here as Public Act 102-0676 does not require its inclusion in this policy.
- We also incorporated some revisions to the language proposed by IASB to align more closely with the language of the statute.
- Additionally, the IASB proposed changes related to grooming and boundary violations are required by Section 10-23.13 of the School Code. Section 10-23.13 requires school districts to adopt a policy that includes, in part, the definition of prohibited grooming behaviors and boundary violations for school personnel and how to report those behaviors by July 1, 2022. We recommend adopting the IASB proposed changes to satisfy this requirement; however, we incorporated some revisions to the IASB proposed language to align more closely with the language of the School Code.
- We recommended adopting only the first sentence under the proposed "Guidance Counselor Gift Ban" Section. Public Act 102-0327 establishes the prohibitions on guidance counselors soliciting or accepting gifts from a prohibited source or accepting a gift that would be in violation of a federal or State statute or rule. There is no requirement that the District include the prohibition in its policies. However, we recommend including a sentence on the prohibition to flag it for District guidance counselors.

## **6. Policy 5:150 – Personnel Records**

- We recommend adopting the following IASB proposed changes:
  - Include the recommended subject headings. While not required, these changes assist with clarity in the policy.
  - Include the recommended changes to the "Legal References" Section for additional clarity.
  - The first paragraph and #1 under the "Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance" Section.
  - We recommend adopting the IASB proposed change #1 because the Superintendent is required to follow certain requirements under the Abused and Neglected Child Reporting Act when a school districts requests a reference concerning an employee that was the subject of a report by the District to DCFS. While there is no explicit requirement to include this in the District's policy, the District does have to make employees aware that

the Superintendent will notify a requesting school district of a report. In addition, the language will help serve as a reminder of the requirement for the Superintendent and/or designee.

- We recommend adopting #2 under the “Prospective Employer Inquiries Concerning a Current or Former Employee’s Job Performance” Section with the following changes:
  - “Comply with the federal law prohibiting the District from ~~providing a recommendation of employment for~~ assisting an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct ~~with~~ regarding a student or minor in violation of the law, with obtaining a new job. ¶The Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee without violating this policy.”
  - We recommend adopting IASB proposed change #2 because Section 8546 of the ESEA requires schools to have policies prohibiting “any individual who is a school employee, contractor, or agent...from assisting a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.” Our recommended revisions to the IASB proposed policy make the addition align more closely with the language of the statute.
- We do not recommend adopting the last sentence in the “Prospective Employer Inquiries Concerning a Current or Former Employee’s Job Performance” Section. This addition is not required by law to be included. Further, there are many circumstances in which the District receives an information request regarding an employee where the District may want or need to respond differently than as suggested in the IASB proposal. Therefore, we do not recommend adopting this sentence to maintain the District’s flexibility in its response to employee information requests.

#### **7. Policy 5:250 – Leaves of Absence**

- We recommend adopting IASB’s proposed changes with the following modifications:
  - In the last paragraph under the “Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Child Care Leave, Professional Meetings” Section, change “and for taking custody of the child” to “and upon taking custody of the child.” This change causes the policy language to align with the language of the statute.
- We also recommend the following changes to the policy that were not proposed by IASB:
  - Under the “Leaves to Serve as an Officer or Trustee of a Specific Organization” Section, add “written” to the first sentence so it reads: “Upon written request, the Board will grant...” This addition will align the policy with the language in the School Code.

#### **8. Policy 6:60 – Curriculum Content**

- Our recommendations regarding IASB’s proposed changes are addressed by the number in the policy below:
  - #7: We recommend adopting the IASB proposed language under #7.
    - Section 10-20.73 of the School Code requires school districts to ensure that students receive developmentally appropriate opportunities to gain computer literacy skills beginning in elementary school. 105 ILCS 5/10-20.73. While there is no explicit requirement to include this offering in the District’s policies, we recommend including it in the Board’s policy to adequately describe the District’s curriculum offerings pursuant to State law. Further, because this is a legal requirement already in existence, including it in the policy does not create a new requirement on behalf of the District.
    - Additionally, Section 10-20.74 of the School Code requires school districts to submit an annual report to ISBE including, in part, information regarding educational technology capacity and policies, as well as documentation of developmentally appropriate computer literacy instruction embedded in the district’s curriculum at each grade level. 105 ILCS 5/10-20.74. Including this language in the policy will satisfy, in part, the District’s reporting requirement to ISBE.
  - #10: We recommend adopting IASB’s proposed changes to #10. These changes align the policy language with the language of Section 27-3 of the School Code.
  - #12: We recommend adopting IASB’s proposed change in #12 with the following modification:
    - Under (e), replace “assault” with “grooming behaviors” so it reads: “...(e) age-appropriate and evidence-informed sexual abuse and assault grooming behaviors awareness and prevention education in all grades.”
    - We recommend this change because Section 10-23.13 of the School Code requires school boards to adopt a policy by July 1, 2022, that addresses sexual abuse of children, including (in part), age-appropriate and evidence-informed curriculum for students in preK through 12<sup>th</sup> grade on information related to sexual abuse and grooming behaviors. This Section does not require the District to provide education on sexual assault specifically, although it may be part of the conversation in sexual abuse curriculum. Accordingly, we recommend changing “assault” to “grooming behaviors” to align with the language of Section 10-23.13.
  - #15: We recommend adopting IASB’s proposed change to #15. Pursuant to Section 27-22(e)(3.5), to receive a high school diploma, students must successfully complete “one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.” 105 ILCS 5/27-22(e)(3.5). There is no requirement to include this language in the District’s policy. However,

we recommend including it to adequately describe the District's curriculum offerings pursuant to State law. Further, this language aligns with the language in the School Code.

- #16: We recommend adopting a portion of the first sentence of IASB's proposed changes to #16, so it reads, in its entirety: "Beginning in the fall of 2022, in grades 9 through 12, a unit of instruction on media literacy." We do not recommend adopting the remainder of IASB's proposed changes under #16.
  - There is no requirement to include this language in the District's policy. However, we recommend including it to adequately describe the District's curriculum offerings pursuant to State law. Section 27-20.08 of the School Code requires public high schools to include a unit of instruction on media literacy. 105 ILCS 5/27-20.08(b). Section 27-20.08 goes on to state that the unit of instruction must include information on accessing information, analyzing and evaluating media messages, creating media, reflecting on media consumption, and social responsibility and civics. We recommend only adopting a portion of the proposed addition because there is no requirement to include the topics involved in the media literacy course in the District's policies and the goal of describing the District's curriculum offerings pursuant to State law is satisfied without describing the course content.
- #17: We recommend adopting the first sentence of IASB's proposed changes to #17.
  - While there is no requirement to include this language in the District's policy, we recommend including it to adequately describe the District's curriculum offerings pursuant to State law. Section 27-23.15(b) of the School Code requires school boards to provide an opportunity to every high school student to take at least one computer science course aligned to the rigorous learning standards of ISBE beginning the 2023-2024 school year. 105 ILCS 5/27-23.15(b). We recommend only adopting a portion of the proposed addition because there is no requirement to include the definition of computer science in the District's policies and the goal of describing the District's curriculum offerings pursuant to State law is satisfied without this definition.
- #19: We recommend adopting IASB's proposed changes to #19. Section 27-21 of the School Code, amended by Public Act 102-411, requires history to include instruction on the history of Illinois, as well as contributions made to society by Americans of different faith practices, including those listed in IASB's proposed changes. 105 ILCS 5/27-21. There is no requirement to include this language in the District's policy. However, we recommend including it to adequately describe the District's curriculum offerings pursuant to State law. Further, the additional language aligns with the language of the School Code.
- #23: We recommend adopting IASB's proposed changes to #23.
  - Section 27-20.4 of the School Code requires every public elementary and high school to include a unit of instruction

studying the events of Black History, including those topics identified in IASB's proposed changes. Additionally, Section 27-20.4 requires the studies to include contributions made by individual African-Americans in government and in the arts, humanities, and sciences, to the economic, cultural and political development of the U.S. and Africa, but also to the socio-economic struggle which African Americans experienced. 105 ILCS 5/27-20.4. While there is no requirement to include this language in the District's policy, we recommend including it to adequately describe the District's curriculum offerings pursuant to State law. Further, the additional language aligns with the language of the School Code.

- #26: We recommend adopting IASB's proposed changes under #26 with the following modifications:
  - Delete "as determined by the Superintendent or designee" from the first line.
  - Delete "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."
  - There is no requirement to include this language in the District's policy. However, we recommend including it to adequately describe the District's curriculum offerings pursuant to State law. Section 27-20.8 of the School Code requires public elementary and high schools to include a unit of instruction studying the events of Asian American history. 105 ILCS 5/27-20.8. We recommend only adopting a portion of the proposed addition because there is no requirement to include the topics involved in the unit of instruction in the District's policies and the goal of describing the District's curriculum offerings pursuant to State law is satisfied without describing the course content.
- We recommend the following responses to IASB's proposed questions:
  - Question 1: We recommend that you answer "no" to Question 1.
    - School boards are permitted, but not required, 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. 105 ILCS 5/27-23.6(b). There is no requirement to adopt a policy to incorporate activities to address intergroup conflict. However, if the Board does adopt such a policy, then it has to make information available to the public that describes the manner in which the Board will implement such activities. 105 ILCS 5/27-23.6(c). We do not recommend adopting the IASB recommended language under #5 because the Board is not required to do so. By answering "no," the proposed language from IASB will be removed.

- Question 2: We recommend one of two answers depending on whether the District provides sex education curriculum to students:
  - If the District does not offer sex education curriculum, then you should mark the first answer under Question 2, which reads: “The Board does not offer NSES or developmentally appropriate consent education.”
  - Pursuant to Public Act 102-522, now Section 27-9.1a of the School Code, school districts *may* offer comprehensive personal health and safety and comprehensive sexual health education; however, there is no requirement to do so. Further, Section 27-9.1a allows school districts to provide age and developmentally appropriate consent education, but this is not a requirement either. Therefore, the District does not have to offer such courses and if it does not, then the first answer should be chosen under Question 2 and no policy change will occur.
  - If the District offers *any* sex education curriculum, then you should mark the second answer under Question 2, which reads: “The Board offers NSES and/or developmentally appropriate consent education, but the Board will not communicate the curriculum chosen in this policy.”
  - If the District does offer sexual education curriculum, then it must align with the National Sex Education Standards set forth in Section 27-9.1a. However, there is no requirement under Section 27-9.1a that the District include the curriculum contents in its policies. Therefore, if the District does provide sexual education and/or consent curriculum, then we recommend choosing answer 2, because it will not cause a change in the District’s policy. We do not recommend including the curriculum contents in the District’s policy because there are a multitude of requirements under Section 27-9.1a that would need to be included, which would be excessive in the policy language. Additionally, while the requirements of Public Act 102-522 went into effect upon adoption (August 20, 2021), ISBE has until August 1, 2022 to develop learning standards for these courses. Accordingly, adopting any curriculum contents into the Board’s policy now would likely require revision once ISBE releases its learning standards.
- Question 3: The answer to question three will depend on whether the District offers a unit of instruction regarding naturalization. Section 27-23.15, created by Public Act 102-472, allows public high schools to include a unit of instruction about the process of naturalization by which the foreign citizen or foreign national becomes a U.S. citizen. 105 ILCS 5/27-23.15. However, school districts are not required to offer this unit of instruction.
  - If the District does offer a unit of instruction regarding naturalization, we recommend answering this question “yes.”

However, we do not recommend including the proposed language from IASB. There is no requirement to include this language in the District's policy, and we would not recommend including it because there is no legal requirement to do so. Because a unit of instruction on naturalization is not required, this would create an additional requirement on behalf of the District if included in the policy. By leaving this language out, even if the District currently includes a unit of instruction on naturalization, the District has more flexibility if it decides not to offer this unit in the future.

- If the District does not offer a unit of instruction regarding naturalization, we recommend answering this question "no," so no additional language will be added to the policy.

#### **9. Policy 7:70 – Attendance and Truancy**

- We recommend adopting IASB's proposed changes with the following modifications:
  - In paragraph 2, we recommend adding the following underlined language: "including up to five days without a medical note during an academic year for mental or behavioral health of the student", to clarify the number of excused mental and behavioral health days.
  - Also in paragraph 2, we recommend adding the following underlined language: "Students absent for a valid cause, including for reasons related to a student's pregnancy, may make up missed homework and classwork assignments in a reasonable timeframe." We recommend adding this language because Public Act 102-471, effective August 20, 2021, specifically requires school districts have a written policy related to absences and missed homework/assignments due to a student's pregnancy.
- Though not recommended as an update or addition to Policy 7:70, District personnel should be informed of the prohibition against requiring students excused from school for religious reasons to submit a written excuse upon their return to school.
- Additionally, note that the Board's policy on absenteeism and truancy must be annually communicated to students and their parents/guardians and updated and filed with ISBE and the regional superintendent every two years.

#### **10. Policy 7:160 – Student Appearance**

- We recommend adopting IASB's proposed changes, which are in accordance with P.A. 102-360, also known as the *Jett Hawkins Law*, signed into law on August 13, 2021.

#### **11. Policy 7:180 – Prevention of and Response to Bullying, Intimidation and Harassment**

- We recommend adopting IASB's proposed changes with the following modifications: within the paragraph beginning with *Restorative measures* (bottom of page 1), we recommend the end of the paragraph read as follows: "...and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other protected category that is identified in the Ill. Human Rights Act."

## **12. Policy 7:315 – Restrictions on Publications; High Schools**

- We recommend adopting IASB’s proposed changes.
- As a non-substantive modification, we recommend editing the spelling of “student media advisor” in paragraph four (paragraph starting with “*School-sponsored media*”) to read “student media adviser, to correspond with the spelling of the same term every other time it was used within the policy.
- No other updates are recommended for Policy 7:315.

## **13. Policy 7:340 – Student Records**

- We recommend adopting IASB’s proposed changes.
- While not necessary to be included in the policy, we did want to note that the Illinois School Student Records Act has been amended to permit the exchange of records between an elementary and high school district subject to an intergovernmental agreement. Specifically, the law provides the following:
  - A. The sharing of student information must be voluntary and at the discretion of each school district party to the intergovernmental agreement.
  - B. The sharing of student information applies only to students who have been enrolled in both districts or would be enrolled in both districts based on district attendance boundaries, and the student’s parent or guardian has expressed in writing that the student intends to enroll or has enrolled in the high school district.
  - C. The sharing of student information does not exceed the scope of information that is shared among schools in a unit school district. However, the terms of an intergovernmental agreement may place further limitations on the information that is allowed to be shared.If the District is interested in pursuing such an agreement to permit the disclosure of such records and would like our assistance with preparing or reviewing such an agreement, please let us know.

## **14. Policy 7:240 – Conduct Code for Participants in Extracurricular Activities**

- We recommend adopting the first proposed revision by IASB, but do not recommend adding the proposed sentence beginning with “Participants who violate . . .” While we recommend that the District provide students with the opportunity to give an explanation prior to imposing discipline related to an extracurricular activity, this language is not required to be included in the Board’s policy. That said, if the District intends to utilize this policy as a way of communicating requirements to District staff and accordingly wants to include this provision in the policy, it may do so, but then must be sure that all staff are appropriately trained to provide this opportunity.

### **RECOMMENDATION**

We recommend the District Policies listed above and attached to this memorandum be considered and presented as a first reading.

# 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*.

### LEGAL REF.:

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

---

### 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**

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

#### Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless 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/](#), Ill. Educational Labor Relations Act.

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

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

---

## **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 ILCS 430/1-5](#).

"Political activity" means:

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

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

"Prohibited source" means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
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. No aggrieved person is required to confront a person engaging in harassing behavior, however, and no negative inference shall be drawn by the failure to do so.

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

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations or shall designate the Superintendent to make such appointment. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board. With regard to any review, deliberations, or determination by the Board of the outside investigator's report and the related complaint, the Board shall consider requiring the recusal of any board members who are parties or witnesses to the complaint.

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

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

---

#### **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 two-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act.[PRESSPlus1](#)
10. Administer the oath of office to new Board members or assign task to a designee;
11. Serve as or appoint the Board's official spokesperson to the media; ~~and~~
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official or designate the Superintendent to make such appointment; ~~and~~
13. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30. Hiring Process and Criteria. is completed for the Superintendent.[PRESSPlus2](#)

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

The Vice President fills a vacancy in the Presidency. .

#### Vice President

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

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

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

#### Secretary

The Board elects a Secretary for a two-year term. The Secretary is required to be a Board member. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the appropriate Intermediate Service Center;
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 ~~the~~ State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the

office. A permanent vacancy in the office of Secretary is filled by special Board election.

#### Recording Secretary

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

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

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

#### Treasurer

Qualifications, appointment, and duties of the Treasurer for the School District shall be provided in the School Code.

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 Board of Education Meeting), 2:220 (Board of Education Meeting Procedure),

---

#### **PRESSPlus Comments**

PRESSPlus 1. Updated to reflect changes to 5 ILCS 120/7, amended by P.A. 101-640, permitting public bodies to meet remotely without a quorum physically present at the meeting location during a public health emergency. **Issue 108, November 2021**

PRESSPlus 2. 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 must complete at least 4 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](#) This requirement is applicable to Board members who are elected after June 13, 2011 or who are appointed to fill a vacancy of at least one year's duration after that date.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

#### 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 School Boards.

#### Candidates

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

LEGAL REF.:

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

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

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

**ADOPTED: January 21, 2014**

---

#### **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 agenda must set forth the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting. 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.

Any Board member may submit suggested agenda items to the Board President for his or her consideration. Items may be added to the agenda at the beginning of a regular meeting; no action will be taken on such items.

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 "yes" or "no," 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 Recording Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yes" and "no";
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. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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

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

Minutes from closed meetings are likewise available, but only if the <sup>91</sup>Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their

official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

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

#### Verbatim Record of Closed Meetings

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

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

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

92

[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)

---

### **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](#) or [federal Constitution](#), State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101](#) et seq.
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681](#) et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) et seq.
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual 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. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

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

A complaint may be filed with the Department of Education, Office for Civil Rights. The Illinois Regional Office for Civil Rights is located in Chicago at:

Chicago Office for Civil Rights

U.S. Department of Education

Citigroup Center

500 West Madison Street, Suite 1475

Chicago, IL 60661

Phone: 312/730-1560

Fax: 312/730-1576

TDD: 877/521-2172

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## Deadlines

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

## Filing a Complaint

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

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

## 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 parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, of 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. With regard to any review, deliberations, or determination by the Board of the Complaint Manager's or outside investigator's report and the related complaint, the Board shall consider requiring the recusal of any board members who are parties or witnesses to the complaint.

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. The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis.

**Nondiscrimination Coordinator:**

Ed Piotrowski, Director of Human Resources

100 S. Brainard

LaGrange, IL 60525

[epiotrowski@lths.net](mailto:epiotrowski@lths.net)

708/579-6456

**Complaint Managers:**

Greg Gardner, Associate Principal - South

Kevin Brown, Associate Principal - North

4900 S. Willow Springs Rd.

100 S. Brainard

Western Springs, IL 60558

LaGrange, IL 60525

[ggardner@lths.net](mailto:ggardner@lths.net)

[kbrown@lths.net](mailto:kbrown@lths.net)

708/579-6500

708/579-6300

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), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

---

### **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 school in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, 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 \(Employment Termination and Suspensions\)](#)

---

#### **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 Board of Education establishes District administrative and supervisory positions in accordance with the District's needs and State law. 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 will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

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

#### LEGAL REF:

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

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

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

**ADOPTED: August 17, 2015**

---

#### **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 the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

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

#### Evaluation Plan

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

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

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

#### LEGAL REF.:

~~10 ILCS 5/4-6.2.~~

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.

[10 ILCS 5/4-6.2, Election Code.](#) [PRESSPlus1](#)

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](#)

---

#### **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 outside budget parameters require prior Board approval, except in an emergency.

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

1. Supplies, materials, or work involving an expenditure in excess of \$10,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$20,000 and not involving a change or increase in the size, type or extent of an existing facility.
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), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

---

## **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 Board of Education policy 6:50, *School Wellness*.

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

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

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

#### LEGAL REF.:

Russell B. 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](#), Food and Nutrition Service.

[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: November 21, 2016**

---

## 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](#) The Superintendent or designee shall maintain a registry of residents near the campus, employees, and parents/guardians of students requesting notification before the application of pesticide(s) and notify these people 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)

---

#### **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 allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by [725 ILCS 120/3](#), that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

#### Lead Testing in Water

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

#### Emergency Closing

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

#### LEGAL REF.:

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

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

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

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

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; [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)

---

#### **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 16, 2018

---

#### **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, or 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 at least two Complaint Managers, one of each gender. 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 Complaint Managers. A complaint manager may be designated as a Nondiscrimination Coordinator as needed.

#### Nondiscrimination Coordinator:

Ed Piotrowski, Director of Human Resources  
100 S. Brainard  
LaGrange, IL 60525  
708/579-6456

#### Complaint Managers:

Greg Gardner, Associate Principal - South	Kevin Brown, Associate Principal - North
4900 S. Willow Springs Rd.	100 S. Brainard
Western Springs, IL 60558	LaGrange, IL 60525
<a href="mailto:ggardner@lths.net">ggardner@lths.net</a>	
708/579-6500	708/579-6300

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

#### Minority Recruitment

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

#### LEGAL REF.:

[8 U.S.C. §1324a](#) et seq., Immigration Reform and Control Act.      110  
[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)

---

## 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

A working environment that is free from discrimination, including harassment will be maintained. It will be a violation of policy for any member of the District staff to harass any individual, through conduct or communications, on the basis of that individual's 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 status identified by District policy or procedure or State or federal law.

Harassment on the basis of a person's race, religion, national origin, sexual orientation, age, citizenship status, disability, or other protected status under state or federal law includes any intimidating, demeaning, or threatening remarks or conduct made to a person as a result of that person's race, religion, national origin, sexual orientation, age, citizenship status, disability, or other protected status under state or federal law. Religious harassment includes pressure to join or not to join a particular religion.

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

#### Sexual Harassment Prohibited

Sexual harassment consists of, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other unwelcome conduct or communication of a sexual nature, when:

1. Submission to such remarks or conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such remarks or conduct by an individual is used as the basis for employment decisions; *or*
3. Such remarks or conduct have the purpose or effect of substantially interfering with an individual's professional performance or if such remarks or conduct have the purpose or effect on a person of reasonable sensibilities of creating an intimidating, hostile or offensive employment environment.

Sexual harassment prohibited by this policy includes, but is not limited to, verbal and written communication and physical conduct. The terms intimidating, hostile, and offensive include, but are not limited to, remarks or conduct which have the effect of humiliation, embarrassment, or discomfort. Conduct will be evaluated in light of all circumstances.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sexual abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual implications;
4. Unwelcome touching such as patting, pinching, or constant brushing against another's body; *and*
5. Suggestions or demands for sexual involvement accompanied by implied or explicit threats concerning employment status or similar personal concerns.

The District provides annual sexual harassment prevention training in accordance with State law.

#### 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 report information regarding violations of this policy. While a report can be made at any time, the Board encourages reports to be made promptly 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.

No aggrieved person is required to confront a person engaging in harassing behavior, however, and no negative inference shall be drawn by the failure to do so.

#### 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*. Individuals may choose to report to a person of the individual's same gender.

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.

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:**

Ed Piotrowski, Director of Human Resources

100 S. Brainard, LaGrange, IL 60525

[epiotrowski@lths.net](mailto:epiotrowski@lths.net)

708/579-6456

**Complaint Managers:**

Greg Gardner, Associate Principal - South

4900 S. Willow Springs Rd., Western Springs, IL 60558

[ggardner@lths.net](mailto:ggardner@lths.net)

708/579-6500

Kevin Brown, Associate Principal - North

100 S. Brainard, LaGrange, IL 60525

[kbrown@lths.net](mailto:kbrown@lths.net)

708/579-6300

Investigation Process

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 determine whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, will 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).

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)

---

#### 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 or designee is responsible for recruiting personnel and making hiring recommendations to the Board. 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. Pursuant to the School Code, the Board President or designee shall keep a conviction record confidential and share it only with the Superintendent, appropriate Intermediate Service Center, State Superintendent, State Teacher Certification 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 in violation of the Equal Pay Act of 2003.
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 user names and passwords to any 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. 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, 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), *affd in part and remanded* 115 Ill.2d 482 (Ill. 1987).

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

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

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

---

#### **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: [www2.illinois.gov/dhr/Pages/Conviction\\_Record\\_Protection\\_Frequently\\_Asked\\_Questions.aspx](http://www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx). **Issue 108, November 2021**

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, at a school event, or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Manufacture, 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.

*On call* means a time in which an employee is scheduled with at least 24 hours' notice to be on standby or otherwise responsible for performing tasks related to his or her employment either at the District or school premises or other previously designated location to perform a work-related task.

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 of [the this](#) Board policy respecting a drug-and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

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

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

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:

- a. The dangers of drug abuse in the workplace,

- b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
- c. The penalties that the District may impose upon employees for violations of this policy.

E-Cigarette, Tobacco, and Cannabis Prohibition

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

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

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

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

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

**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, ~~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



## 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. 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.

In the event that a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, the Superintendent or designee will proceed in accordance with [Section 22-85 of the Illinois School Code](#).

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* and [Section 22-85 of the Illinois School Code](#).

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

---

#### **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 (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (Erin's Law) training as follows (see policies 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, and 5:90, Abused and Neglected Child Reporting).[PRESSPlus1](#)

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31, 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.

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.

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 (Ethics and Conduct), 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)

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**

## 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 Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, 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.

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board of Education. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) ([30 ILCS 708/](#)) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

#### 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.

#### Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated

by reference: 5:120-E (Code of Ethics for Illinois Educators)

LEGAL REF.:

[U.S. Constitution, First Amendment.](#)

[2 C.F.R. §200.318\(c\)\(1\).](#)

[5 ILCS 420/4A-101](#), Ill. Governmental Ethics Act.

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

[30 ILCS 708/](#), Grant Accountability and Transparency Act.

[50 ILCS 135/](#), Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, [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 Illinois Educators.

[Pickering v. Board of Township H.S. Dist. 205](#), 391 U.S. 563 (1968).

[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), [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 \(Harassment of Students Prohibited\)](#)

---

## 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 Electronic Communications/Social Media Use

Lyons Township High School District 204 recognizes that electronic communication and social media may be useful tools for employee/student/parent communication about instructional matters. To ensure a safe and appropriate school environment, all electronic communications between employees, employees and students, and employees and parents must be consistent with and in accordance with the following stated policy: [PRESSPlus1](#)

Employees may communicate with currently enrolled Lyons 204 students only about school-related matters and only through district-approved or district-hosted electronic accounts and applications, such as district e-mail addresses, professional social media pages as defined below, and the official district website with the "[lths.net](#)" domain. A district employee who wishes to utilize any technology (e.g. cell phones, including texting) for electronic communication other than those listed above to communicate with current Lyons 204 students must notify his/her building principal and obtain express written or electronic consent from the student's parent(s) before utilizing the technology.

For the purposes of this policy, "social media" is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, and internet forums, such as Facebook, Fan Page, Twitter and Google+.

#### Professional Social Media Use

District employees may only use "professional social media" pages to communicate with currently enrolled students or about school-related matters. A page or publication will be considered "professional social media" only if it meets the following conditions:

- The page is public and created using a District email and other contact/identifying information;
- The page's content is exclusively controlled by the employee/creator and contains settings that do not allow others to post comments, photos, videos or links;
- Parents are notified at the beginning of each semester that the employee will be communicating with students and parents in this manner; and
- No personal or private matters are discussed or conducted on the page.

Employees are prohibited from communicating with currently enrolled Lyons 204 students or conducting school-related business via any social media page, site or email that is not a "professional social media" page as set forth above. Employees shall not accept "friend" or other communication requests from current District students through social media or electronic communication. This policy does not apply to: (1) communication between employees and their student relatives; (2) communication with alumni of the Lyons 204 School District having no current relationship with the District; or (3) emergency situations requiring such communication, as long as the Employee notifies his/her supervisor of the communication as soon as possible.

When using professional social media, employees may not, under any circumstances:

- Disclose student record information including student work, photographs of students, names of students or any other personally identifiable information about students;
- Engage in any communication or activity which violates any district policy or practice, including, but not limited to, the district's anti-harassment and Internet Acceptable Use Policies;
- Make or post discriminatory, confidential, threatening, libelous, disparaging, obscene or slanderous comments about the district, its employees, students or parents. Employees are personally liable for their own commentary.

#### No Expectation of Privacy

Any employee who uses District technology has no expectation of privacy from the District regarding such communications. Any employee who communicates with students, parents, or other employees about District business through electronic communication and/or social media (regardless of whether it occurs on District technology or personal technology) has no expectation of privacy from the District regarding those communications. Use of electronic communication and/or social media to communicate with students, parents, and employees regarding District business is an agreement by the District employee that the District, at its discretion, may require the employee to relinquish control over personal electronic forms of communication and/or personal technology for the District to review such communications to the extent permitted by law.

Violations of the above policy are subject to disciplinary review, up to and including termination.

#### LEGAL REF:

Illinois School Student Record Act, [105 ILCS 10/1 et seq.](#)

FERPA 1974, [20 USC Section 1232g](#)

CROSS REF: [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 6:235 (Access Electronic Networks)

**PRESSPlus Comments**

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample available by logging in at [www.iasb.com](http://www.iasb.com) to determine whether changes are necessary. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:150 Personnel Records

#### Maintenance and Access to Records[PRESSPlus1](#)

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

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.

All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. No one else may have access to an employee's personnel files and personal information except for: (1) a supervisor or management employee who has an employment or business-related reason to inspect the record, or (2) anyone who has the employee's written consent.

#### Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance[PRESSPlus2](#)

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.[PRESSPlus3](#)

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.[PRESSPlus4](#) but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

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

LEGAL REF.:

[20 U.S.C. §7926.](#)

[325 ILCS 5/4,](#) Abused and Neglected Child Reporting Act.

[745 ILCS 46/10,](#) Employment Record Disclosure Act.

[820 ILCS 40/,](#) Personal Record Review Act.

[23 Ill.Admin.Code §1.660.](#)

CROSS REF.: 2:250 (Access to District Public Records), [5:90 \(Abused and Neglected Child Reporting\),](#) 7:340 (Student Records)

---

### 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.

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 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. Additionally, the employee must have been employed by the District for at least 12 months. 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. In addition, one of the following provisions must describe the employee:

1. The employee 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.
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.

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), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

---

#### **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 Superintendent shall manage the terms and conditions for the employment of professional personnel as provided by contract or as provided by State 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](#)~~1 et seq.~~ [PRESSPlus1](#)

[23 Ill.Admin.Code Parts 50](#) (Evaluation of Educator Licensed Employees) and [51](#) (Dismissal of Tenured Teachers).

[Cleveland Bd. of Educ. v. Loudermill](#), 470 U.S. 532(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions)

---

### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **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 and may teach in the place of a licensed teacher who is under contract with the Board of Education. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.

The [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, [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. Substitute teachers receive only monetary compensation for time worked and no other benefits.

#### 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)

---

#### **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

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Child Care Leave, Professional Meetings

**Please refer to the following current agreement:**

**"Negotiated Agreement Between Board of Education of Lyons Township High School, District 204, Cook County, Illinois and Lyons Township High School Faculty Association."**

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

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.

#### Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

#### General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

#### School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence, 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 an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

#### 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)

---

#### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in [Dybak 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 employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Holidays, Personal Leave, Leave of Absence

**Please refer to the following current agreements:**

**"Negotiated Agreement Between Board of Education Lyons Township High School District 204 Cook County, Illinois and Lyons Township High School Instructional Aides and Paraprofessional Association (IAPA)," and**

**"Agreement Between Board of Education of Lyons Township High School District 204, Cook County, Illinois and Service Employees' International Union, AFL-CIO Local No. 73 Change to Win (CTW)."**

Association Leave

**Please refer to the following current agreement:**

**"Negotiated Agreement Between Board of Education Lyons Township High School District 204 Cook County, Illinois and Lyons Township High School Instructional Aides and Paraprofessional Association (IAPA)."**

Vacation

**Please refer to the following current agreement or handbook:**

**"Agreement Between Board of Education of Lyons Township High School District 204, Cook County, Illinois and Service Employees' International Union, AFL-CIO Local No. 73 Change to Win (CTW)."**

**"Classified/Non-Contractual Handbook."**

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)

## **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

### 6:15 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

#### Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. If applicable, implement an Every Student Succeeds Act (ESSA) plan, including the completion of the ESSA Consolidated Application, and seek Board approval where necessary or advisable.
3. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
4. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
5. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
6. In accordance with [105 ILCS 5/2-3.153](#), annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 9 through 12 and teachers.

#### LEGAL REF.:

[105 ILCS 5/2-3.25](#), [5/2-3.25a](#), [5/2-3.25b](#), [5/2-3.25c](#), [5/2-3.25d-5](#), [5/2-3.25e-5](#), [5/2-3.25f](#), [5/2-3.25f-5](#), [5/2-3.63](#), [5/2-3.64a-5](#), [5/2-3.153](#), [5/10-17a](#), [PRESSPlus1 5/10-21.3a](#), and [5/27-1](#).

[23 Ill.Admin.Code Part 1](#), Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

---

#### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-17a, amended by P.A.s 101-68, 102-294, eff. 1-1-22 (data on the number of incidents of violence that occurred on school grounds or during school-related activities and that resulted in an out-of-school suspension, expulsion, or removal to an alternative setting), 102-594, eff. 7-1-22 (the number of teachers who are National Board Certified Teachers, disaggregated by race and ethnicity), and 102-539 (school report card deliveries delayed until 12-31 in years when the Governor declares a public health emergency). **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)

---

#### **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 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 each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

#### Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board of Education 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](#), [PRESSPlus1](#) 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.

#### Nutrition Guidelines for Foods Available During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.

#### 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, unless the Superintendent or designee in a participating school has granted an exempted fundraising day (EFD). 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 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.

The Superintendent or designee shall annually 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. This 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

#### Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement 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 community.

#### Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy.

#### 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.: 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education)

~~ADOPTED: January 16, 2018~~

---

#### **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

1. The curriculum shall contain instruction on subjects required by State statute or regulation as follows:
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.
4. Steroid abuse prevention must be taught.
5. 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. [Q1](#)
6. The curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
7. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. [PRESSPlus1](#)
8. 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 examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
9. In addition, in all grades, bullying prevention and gang resistance education and training must be taught.
10. 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, [PRESSPlus2](#) (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
11. 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 daily during the school day in a physical education course. 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*.
12. In all schools, health education must be stressed, including: [PRESSPlus3](#) (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 [PRESSPlus4](#) sexual abuse and assault awareness and prevention education in all grades. [PRESSPlus5](#) The Superintendent shall implement a comprehensive health education program in accordance with State law. [Q2](#)
13. 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.
14. 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](#)
15. 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. [PRESSPlus6](#) 144
16. 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. [PRESSPlus7](#)

17. 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. [PRESSPlus8](#)
18. 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.
19. 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 (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. [PRESSPlus9](#)
20. 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.
21. 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.
22. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
23. 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. [PRESSPlus10](#)
24. Offering a secondary agricultural education program, the curriculum includes courses as required by [105 ILCS 5/2-3.80](#).
25. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
26. 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. [PRESSPlus11](#)

LEGAL REF.:

[Pub. L. No. 108-447](#), Section 111 of Division J, Consolidated Appropriations Act of 2005.

[Pub. L. No. 110-385](#), Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), [5/10-20.73 \(final citation pending\)](#), [5/10-23.13](#), [5/27-3](#), [5/27-3.5](#), [5/27-5](#), [5/27-6](#), [5/27-6.5](#), [5/27-7](#), [5/27-12](#), [5/27-12.1](#), [5/27-13.1](#), [5/27-13.2](#), [5/27-20.08](#), [5/27-20.3](#), [5/27-20.4](#), [5/27-20.5](#), [5/27-20.7](#), [5/27-20.8](#), [5/27-21](#), [5/27-22](#), [5/27-23.3](#), [5/27-23.4](#), [5/27-23.7](#), [5/27-23.8](#), [5/27-23.10](#), [5/27-23.11](#), [5/27-23.15](#), [5/27-24.1](#), and [5/27-24.2](#).

[105 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), 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)

## 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.)

---

## PRESSPlus Comments

PRESSPlus 1. 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 2. Updated to align with Illinois statute. **Issue 108, November 2021**

PRESSPlus 3. 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 4. *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 5. 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 6. 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 7. 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 8. 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 9. Updated in response to 105 ILCS 5/27-21, amended by P.A. 102-411. **Issue 108, November 2021**

PRESSPlus 10. Updated in response to 105 ILCS 5/27-20.4, amended by P.A. 101-654. **Issue 108, November 2021**

PRESSPlus 11. 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 14<sup>5</sup> (or has graduated from 8th grade) [PRESSPlus1](#) 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.](#) [PRESSPlus2](#)

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)

[ADOPTED: January 21, 2014](#)

---

### PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/14-6.01 states that high school districts are financially responsible for the education of children with disabilities who reside in their districts when such children reach age 15, but they may admit children with disabilities into special education facilities without regard to graduation from the eighth grade after they reach age 14 ½. When a child with a disability turns 14 ½ years old, it is the elementary school district's responsibility to notify the high school district of the child's current eligibility, program, and evaluation data upon which the current program is based. **Issue 108, November 2021**

PRESSPlus 2. 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; and (b) other grade-level acceleration. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; ~~and~~
3. Assessment processes that include multiple valid, reliable indicators; ~~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**<sub>150</sub>

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

### 6:300 Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, [105 ILCS 5/27-22](#).
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. Beginning with the class of 2020, successful completion of the state civics coursework requirement will substitute for the examination.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

As a requirement for graduation and the granting of a diploma from Lyons Township High School, each student must earn twenty three (23) Carnegie Unit credits and successfully complete the following courses.

Subject Area/Course	Required Credits
Consumer Education	1/2 (.5)
Creative Arts <sup>1</sup>	1 (1.0)
Driver Education <sup>2</sup>	1/2 (.5)
English	4 (4.0)
Health Education	1/2 (.5)
Mathematics	3 (3.0)
Physical Education	3 1/2 (3.5)
Science	2 (2.0)
United States History	1 (1.0)
World History 1 (1.0)	1 (1.0)
Civics	1/2 (.5)
Creative Arts	>1 (1.0) <sup>3</sup>
Practical Arts <sup>4</sup>	
Additional Electives	152 5½ (5.5)
<b>TOTAL 23 (23.0)</b>	

In addition to twenty three (23) Carnegie Unit credits required for graduation, each student must earn u-passing grade on a test covering the Constitutions of the State of Illinois and the United States or, beginning with the class of 2020, pass the designated civics course. Each student is also required to participate in any mandated State assessments.

#### Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

#### Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

#### Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/22-27](#), [5/22-87](#), [PRESSPlus1 5/27-3](#), [5/27-22](#), and [5/27-22.10](#).

[105 ILCS 70](#), Educational Opportunity for Military Children Act.

[23 Ill.Admin.Code §1.440](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

---

#### **PRESSPlus Comments**

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

#### **PRESS Footnotes**

- 1 Creative Arts: one (1) credit selected from Music, Visual Arts, Speech/Theatre, and/or Dance Studies.
- 2 Driver Education: per State law, only the classroom phase must be passed. If a student satisfies the Driver Education requirement through an approved, off-site program, then this requirement and 1/2 (.5) credit requirement will have been deemed waived.
- 4 Beginning with the class of 2020, students must choose 1 Carnegie Unit from a pool of designated creative and practical arts courses.
- 3 Practical Arts: one (1) credit selected from Family and Consumer Sciences, Applied Technology, and/or Business Education.

## Document Status: Draft Update

### 6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 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)

---

### 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 appropriate Intermediate Service Center (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.

#### **Nondiscrimination Coordinator:**

Ed Piotrowski, Director of Human Resources  
100 S. Brainard  
LaGrange, IL 60525  
[epiotrowski@lths.net](mailto:epiotrowski@lths.net)  
708/579-6456

#### **Complaint Managers:**

Greg Gardner, Associate Principal - South	Kevin Brown, Associate Principal - North
4900 S. Willow Springs Rd.	100 S. Brainard
Western Springs, IL 60558	LaGrange, IL 60525
<a href="mailto:ggardner@lths.net">ggardner@lths.net</a>	<a href="mailto:kbrown@lths.net">kbrown@lths.net</a>
708/579-6500	708/579-6300

#### 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.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

---

### **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 report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principals, Assistant Principals, 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. While a report can be made at any time, the Board encourages reports to be made promptly while facts are known and potential witnesses are available.

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.

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:**

Ed Piotrowski, Director of Human Resources

100 S. Brainard

LaGrange, IL 60525

[epiotrowski@lths.net](mailto:epiotrowski@lths.net)

708/579-6456

#### **Complaint Managers:**

Greg Gardner, Associate Principal -  
South

4900 S. Willow Springs Rd.

Western Springs, IL 60558

[ggardner@lths.net](mailto:ggardner@lths.net)

708/579-6500

Kevin Brown, Associate Principal - North

100 S. Brainard

LaGrange, IL 60525

[kbrown@lths.net](mailto:kbrown@lths.net)

708/579-6300

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

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 determine whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, will 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*, 7:180, *Prevention of and Response to Bullying*, 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.: 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)

---

#### **PRESSPlus Comments**

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



## *Document Status: Draft Update*

### **7:30 Student Assignment**

#### Class Assignments

The Superintendent or designee shall assign students to classes. Homeless children shall be assigned according to policy 6:140, Education of Homeless Children. [PRESSPlus1](#)

#### LEGAL REF.:

[105 ILCS 5/10-21.3](#), [5/10-21.3a](#), and [5/10-22.5](#).

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

~~ADOPTED: January 21, 2014~~

---

### **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 ta District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney 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 Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

#### Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

#### Homeless Children

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

#### Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

LEGAL REF.:

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., Dist. 200, 601 N.E.2d 1264, 235 Ill.App.3d 652 (Ill.App.1, 5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650, 292 Ill.App.3d 607 (Ill.App.1, 1st Dist. 1997).

Kraut v. Rachford, 366 N.E.2d 497, 51 Ill.App.3d 206 (Ill.App.1, 1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: February 20, 2018

---

### **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, (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program, (7) any child absent for the purpose of sounding "Taps" at a military honors funeral held in this State for a deceased veteran, and (8) any child absent because a parent or legal guardian has been called to active military duty, is on leave from military duty, or has immediately returned from deployment to a combat zone or combat-support posting.

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, voting pursuant to policy 7:90, *Release During School Hours (10 ILCS 5/7-42 and 5/17-15)*, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. 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.
2. A protocol for excusing a student in grades 9 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. Such a student shall be granted five days of excused absences in any school year and, at the discretion of the school board, additional excused absences to visit the student's parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
4. 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](#).
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
7. 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.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is <sup>163</sup>due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

13. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 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*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.:

[105 ILCS 5/26-1 through 18.5](#).

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242](#) and [1.290](#).

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

---

### **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 written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). ~~This notice shall satisfy the District's requirement for a written excuse when the student returns to school.~~ [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: January 21, 2014~~

---

### 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, the requirements under the School Code that before detaining and questioning a student on school grounds who is under 18 years of age and who is suspected of committing a criminal act, a law enforcement officer, school resource officer, or other school security personnel must (unless certain statutory exceptions apply):
  - a. Ensure that notification or attempted notification of the student's parent or guardian is made and that the time and manner of such notification or attempted notification is documented;
  - b. Make reasonable efforts to ensure that the student's parent or guardian is present during the questioning or, if the parent or guardian is not present, ensure that school personnel (including, but not limited to, a school social worker, a school psychologist, a school nurse, a school ~~guidance~~ [PRESSPlus1](#) counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the 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)

---

### 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. Dist.*, 89 S.Ct. 733 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:165 (School Uniform), 7:190 (Student Behavior)

ADOPTED: January 21, 2014

---

#### 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.
- 

#### 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 non school-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 non school-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. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

#### **Nondiscrimination Coordinator:**

Ed Piotrowski, Director of Human Resources

100 S. Brainard

LaGrange, IL 60525

[epiotrowski@lths.net](mailto:epiotrowski@lths.net)

708/579-6456

#### **Complaint Managers:**

Greg Gardner, Associate Principal - South      Kevin Brown, Associate Principal - North

4900 S. Willow Springs Rd.

100 S. Brainard

Western Springs, IL 60558

LaGrange, IL 60525

[ggardner@lths.net](mailto:ggardner@lths.net)

[kbrown@lths.net](mailto:kbrown@lths.net)

708/579-6500

708/579- 6300

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 incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, 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 student's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion <sup>PRESSPlus4</sup> 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. 7:315, *Restrictions on Publications; High Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, 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.: 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), 7:315 (Restrictions on Publications; High Schools)

---

### **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) prioritize 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 to the extent possible and practical, 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.

As is the case throughout the Board Policy Manual, the term *includes* when used in this policy means *includes, without limitation*.

#### When and Where Conduct Rules Apply

A student may be 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:

1. On, or within sight of, school grounds at any time, including before, during, and after school hours;
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 does or reasonably could be foreseen to do any of the following: interfere with, disrupt, or adversely affect the school environment, school operations, or an educational function, including, 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:

1. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Tobacco or nicotine materials, including electronic cigarettes.
  - b. Alcoholic beverages. A student who is under the influence of an alcoholic beverage is not permitted to attend school or school functions and is treated as if in possession of alcohol.
  - c. 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* and Policy 7:270).
  - d. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - e. 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.
  - f. 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* and Policy 7:270.
  - g. Any substance regardless of whether it contains an illegal drug or is explicitly prohibited by this policy, that is inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, regardless of whether such change is in fact caused. This includes pure caffeine in tablet or powdered form. The prohibition in this section does not apply a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions, including a student's use of legally prescribed asthma or other inhalant medication.
  - h. *Look-alike* or counterfeit drugs, which are any substance: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy; or (b) about which a student engages in behavior that would lead a reasonable person to believe that the student expressly or impliedly believes or represents the substance to be an illegal drug, controlled substance, substance causing a physiological or psychological change in the body, or other substance that is prohibited by this policy. The prohibition in this section does not apply a substance for which the student has a prescription from a physician or licensed practitioner where the student is using the substance in a manner consistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - i. 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.

2. 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.

3. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced [PRESSPlus1](#) and out-of-sight [Q1](#) during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Using or possessing a laser pointer unless the student: (1) has express authorization by a staff member, (2) is using the laser pointer in the context of instruction; and (3) is under a staff member's direct supervision when using the laser pointer.
5. 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.
6. 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.
7. 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 any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, using a school computer or a school computer network, or other comparable conduct.
8. Engaging in any sexual activity, including consensual sexual activity offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the: (a) expression of gender or sexual orientation or preference, or (b) the non-disruptive display of affection during non-instructional time.
9. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Entering or being present on/in school property or a school facility without proper authorization.
12. 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.
13. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
14. Being involved with any public school fraternity, sorority, or secret society, including 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.
15. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
17. 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.
18. 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.
19. 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 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 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 notify the parent/guardian of a student who engages in aggressive behavior about 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 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 properly supervise the student.
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, when appropriate, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school 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.
13. Transfer to an alternative program if the student is expelled if the parent/guardian agrees to such transfer. The transfer shall be in the manner provided in [Article 13A](#) or [13B of the School Code](#).
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education rules ([23 Ill.Admin.Code §§ 1.280, 1.285](#)), and the District's procedure(s).

#### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of 1961 ([720 ILCS 5/24-1](#)).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any firearm as defined above.

The expulsion requirement under either paragraph 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.

Any student who brings a firearm or weapon to school will be automatically referred to the criminal justice or juvenile delinquency system.

#### 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 include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

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, State Police, and any involved student's parent/guardian. For purposes of these requirements, "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~~.

[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)~~, [7:315 \(Restrictions on Publications: High Schools\)](#), 8:30 (Visitors to and Conduct on School Property)

---

#### **Questions and Answers:**

\*\*\*Required Question 1. Are cell phones required to be kept out of sight?

Yes (default)

No. (IASB will remove "and out-of-sight")



## 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 a full statement of the reasons for the suspension;
  - b. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - c. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - d. Provide rationale as to the specific duration of the suspension; 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, 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:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted and/or that school officials determined that no other appropriate and available interventions existed for the student.
      - b) As to whether school officials attempted other interventions and/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.
  4. 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.
  5. 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 3(c), 3(d), and 3(e), above.

~~105 ILCS 5/10-22.6.~~

Goss v. Lopez, 95 S.Ct. 729, 419 U.S. 565 (1975).

~~Sieck v. Oak Park River Forest High School~~, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

~~ADOPTED: June 21, 2016~~

---

### **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. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from ~~the Dept. of Human Services~~ 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 engaged in 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 whether the student engaged in the conduct charged and take such action as it finds appropriate regarding consequences.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from the 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 appropriate and available behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted and/or whether school officials determined that no other appropriate and available interventions existed for the student; and
  - 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, and may transfer the student to an alternative program.

#### LEGAL REF.:

~~105 ILCS 5/10-22.6(a).~~

Goss v. Lopez, 95 S.Ct. 729 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: June 21, 2016

---

#### 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 Building Principal, 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 and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by 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*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 9 through 12 participating in these programs.

#### Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

#### LEGAL REF.:

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 (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).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 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 Discipline), 7:300 (Extracurricular Athletics)

ADOPTED: June 21, 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.
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(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. The Superintendent may appoint an employee to act as a liaison to facilitate the enrollment and transfer of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools where volume of such transfers exceeds the capacity of the District's designated employees who undertake all other student enrollment and transfers.

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 Disease), 7:340 (Student Records)

---

### 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 Activity

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. [PRESSPlus1](#)

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits 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.

Students may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in Policy 6:310, Credit for Alternative Courses and Programs, and Course Substitutions. A student who is eligible for special education may be excused from physical education courses for the reasons stated in Policy 6:310.

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.

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)

---

### 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)

---

### **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

### 7:315 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 materialText 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 filesMP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital filesCD-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 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. 562484 U.S. 260 (1988).

Morse v. Frederick, 551 U.S. 393 (2007).

Hedges v. Wauconda Cmty.ommunity Unit Sch.eel Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969)

Morse v. Frederick, 551 U.S. 393 (2007).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED: February 20, 2018

---

#### **Questions and Answers:**

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.

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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>PRESSPlus2</sup> or eligible student.

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.

#### 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. ~~1221b, 5/20.37~~, 5/10-20.40, and 5/14-1.01 et seq.

[105 ILCS 10/](#), III. 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](#), III. 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)

---

#### 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**



## Document Status: Draft Update

### 7:345 Protection of Student Personal Information Online

As authorized by state and federal law, the District may outsource institutional services or functions that involve the disclosure of education records/school student records to contractors, consultants, volunteers, and other third parties acting as “school officials” as defined by the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA).

Such *school officials*:

- Perform institutional services or functions for which the District would otherwise use employees;
- Are under the direct control of the District with respect to the use and maintenance of education records;
- Only use personally identifiable information (PII) from education records for the purposes for which the disclosure was made and do not redisclose PII from education records without the District’s permission; and
- Meet the criteria specified in the District’s annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records.

Some *school officials* and other technology vendors are operators of Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes; these entities are defined as “operators” under the Illinois Student Online Personal Protection Act, [105 ILCS 85/ et seq.](#) (SOPPA).

The use of such *operators’* services and technologies may involve the creation or sharing of “covered information,” as defined by SOPPA, which means student 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.

The sharing of *covered information* with *operators* must comply with all requirements of ISSRA, FERPA, and SOPPA.

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 SOPPA, ISSRA, and FERPA, including, but not limited to, all requirements related to posting information about the use and disclosure of *covered information*, providing notice of a breach of *covered information*, and implementing and maintaining reasonable security procedures and practices.

The Privacy Officer designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Such designation does not limit individual school employees outside of the scope of their employment from entering into agreements with operators on their own behalf and for non-“K through 12 school purposes,” as that term is defined in SOPPA, provided that no *covered information* is provided to the operators. Any agreement or contract entered into for *K through 12 school purposes* by an employee without designation by the Privacy Officer is void and unenforceable as against public policy.

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), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

---

#### 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 District shall cooperate with other organizations and agencies, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness: Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED: January 21, 2014

---

