

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - REGULAR MEETING
WEDNESDAY, APRIL 13, 2016
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

Achieving excellence in learning through an equitable education for all.

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

I. RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

In an effort to keep Board meetings to a reasonable length, we ask visitors to make all statements regarding agenda items or other issues at this time.

II. COMMUNICATIONS

We have several very positive community messages to share this evening.

- A. Prospect Heights Named a Best Community for Music Education 5
- B. St. Baldrick's Day Fundraiser 6
- C. Ann and Robert Lurie's Charitable Basketball Game 7
- D. IASB Organizational Health Workshop 8

III. COMMITTEE REPORTS

- A. Building and Sites 12
Jim will report.
- B. I.A.S.B./ED-RED
Carol will report.
- C. Policy
Martha will report.
- D. School/Community Relations
The date for our next meeting is April 20.
- E. N.S.S.E.O.
Carol will report.
- F. Finance 13
Jeff will report.
- G. Negotiations
No report. Custodial and NSSEO contract negotiations will be reviewed in Executive Session.

IV. CONSENT AGENDA

We have the resolution for Volunteer Recognition and Staff Recognition in the Consent Agenda. Prior to approving the Consent Agenda, Jim as Vice-President, please read the comments regarding volunteer recognition.

Mary-Lynn, as President, please read the comments regarding staff recognition. Any Board member may add their personal comments if they so choose.

Once that is complete, we can move to have the consent agenda approved.

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AGENDA

I move to approve the Consent Agenda as presented.

- | | |
|--|----|
| A. Approval of Regular Meeting Minutes of March 9, 2016 | 14 |
| B. Approval of Executive Session Minutes of March 9, 2016 | 23 |
| C. Approval of Personnel Report | 25 |
| D. Approve Resolutions Recognizing National Volunteer Week – April 10-16, 2016 | 26 |
| E. Approve Resolution for Staff Appreciation Week May 2-6, 2016. Recognizing the service of Nurses, Professional Educators and Support Staff | 28 |

V. FINANCIAL REPORT

I move to approve the Financial Report as presented.

- A. Approval of Financial Report
Pat Chester has been reviewing the bills.

VI. SUPERINTENDENT'S REPORT

We have only one action item for Wednesday evening. We will be approving the the resolution for the Monthly Payment of Bills. The additional items are discussion/informational. Don will have a presentation on our Bilingual outreach efforts.

- A. Resolution for Monthly Payment of Bills (Action) 30
This item has been fine tuned since our audit in the fall. All questions have been answered and our auditors are in agreement with the final language.

I move to approve the Resolution for the Monthly Payment of Bills.

- B. Proposed NSSEO Budget for 2016-2017 (Discussion)
The budget pertaining to District 23 will be sent electronically. Each year NSSEO prepares a budget with input from the member Districts. Both Micheal and Don were involved in this year's preparation. In May, we will vote to transmit our vote to NSSEO for their final vote, which will occur in June.

Highlights for our District reflect the reduction in autism services, DESC services for bilingual speech and a reduction in student enrollment in NSSEO programming.

- C. Review District Financial Profile (Discussion) 34
The ISBE's 2015 Financial Profile analyzes Fiscal Year 2014 Annual Financial Reports submitted by the state's school districts to identify which districts require the most and least fiscal oversight.
Calculations are determined using five indicators:
Fund balance to revenue ratio
Expenditure to revenue ratio
Days cash on hand
Percentage of remaining short-term borrowing ability
Percentage of remaining long-term borrowing ability
School districts are placed into one of four categories based on their financial health: Financial Recognition (best), Financial Review, Financial Early Warning and Financial

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AGENDA

Watch (worst).

We continue to remain in the category of financial Recognition with an overall score of 3.8 on a 4 scale.

- | | |
|---|----|
| D. Bilingual Outreach (Presentation) | 36 |
| E. Freedom of Information Act (FOIA) Requests (Information) | 38 |

VII. RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

In an effort to keep Board meetings to a reasonable length, we ask visitors to make all statements regarding agenda items or other issues at this time.

VIII. OLD BUSINESS

IX. NEW BUSINESS

The policy committee reviewed the current IASB release of policy updates. The only policy that reflects any options for deliberation on the District's part is 7:190 Student Behavior. After reviewing the policy electronically, the following recommendation is being made by the policy committee for 7:190:

Reject Option #1: We currently allow cell phones to be in schools, powered down and out of site or in lockers, except for lunch, when they can be used to listen to music. We want to keep this option.

Accept Option #2: "A student who has been suspended shall also be restricted from being on school grounds and at school activities."

Accept Option #3: "A student who has been expelled shall also be restricted from being on school grounds and at school activities."

- | | |
|--|----|
| A. First Reading of Revised/New Board Policies (Discussion) | |
| 1. 6:130 Instruction to Gifted | 44 |
| 2. 7:150 Student Police Interviews | 45 |
| 3. 7:190 Student Behavior | 53 |
| 4. 7:200 Student Suspensions | 60 |
| 5. 7:210 Student Expulsions | 63 |
| 6. 7:240 Student Extracurricular Code | 66 |
| 7. 7:305 Student Concussions | 67 |

X. EXECUTIVE SESSION

I move we adjourn to executive session for matters regarding personnel, negotiations and litigation. There will be no action after executive session.

- A. Personnel
- B. Negotiations - Custodial Negotiations Update
- C. Litigation

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AGENDA

XI. **ACTION TO BE TAKEN AFTER EXECUTIVE SESSION**

There will be no action after Executive Session.

XII. **ADJOURNMENT**

DISTRICT ORGANIZATIONAL GOALS

- Provide educational opportunities that are responsive to the needs of all learners and reflective of the demands of accountability.
- Engage families, community members and staff in dialogue, deliberation and collaborative thinking around the common interests of District 23.
- Manage resources efficiently and effectively to align with District priorities while being fiscally responsible



Prospect Heights School District 23

700 N. SCHOENBECK ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

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District 23's Music Education Program Receives National Recognition Prospect Heights named a Best Community for Music Education

Prospect Heights, IL. (March 31, 2016) – Prospect Heights School District 23 has been honored with the Best Communities for Music Education designation from the NAMM Foundation for its outstanding commitment to music education. District 23 joins 476 districts across the country in receiving the prestigious award in 2016.

The Best Communities Music Education designation is awarded to districts that demonstrate outstanding achievement in efforts to provide music access and education to all students.

Districts that have been recognized by the NAMM Foundation are often held up as models for other educators looking to boost their own music education programs.

To qualify for the Best Communities designation, District teachers and administrators answered detailed questions about funding, graduation requirements, music class participation, instruction time, facilities, support for the music program, and community music-making programs. Responses were verified with school officials and reviewed by The Music Research Institute at the University of Kansas.

This award recognizes that Prospect Heights School District 23 is leading the way with learning opportunities as outlined in the new federal education legislation, the Every Student Succeeds Act (ESSA). The legislation, signed into law in December 2015, replaces No Child Left Behind Act (NCLB), which was often criticized for an overemphasis on testing—while leaving behind subject such as music. ESSA recommends music and the arts as important elements of well-rounded education for all children.

We are proud to offer such a range of music education opportunities and gratefully acknowledge the partnership with parents, students, educators, and the Prospect Heights Instrumental League (PHIL). "In the end, it is the hard work and dedication of our students who breathe life into the music programs and make our commitment to providing these programs so worthwhile."

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About The NAMM Foundation:

The NAMM Foundation is a nonprofit supported in part by the National Association of Music Merchants and its approximately 10,300 members around the world. The foundation advances active participation in music making across the lifespan by supporting scientific research, philanthropic giving and public service programs. For more information about the NAMM Foundation, please visit www.nammfoundation.org.

Please contact us if you would like this communication translated into your native language.

Por favor, póngase en contacto con nosotros si desea que esta comunicación traducido a su idioma nativo.

Prosimy o kontakt z nami jeśli Państwo potrzebują aby ta wiadomość została przetłumaczona na język Polski.



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St. Baldrick's Fundraising Event

School District 23 raised \$13,019 at their recent St. Baldrick's event on March 18. The St. Baldrick's fundraising efforts were designed to support pediatric cancer research. During the event, current students, alumni of the district, staff and parents volunteered to have their heads shaved to show support for children going through cancer treatment. Many children routinely lose their hair due to chemotherapy and radiation treatments as they battle pediatric cancer. In total, roughly 35 students across the district, 5 alumni, 15 staff members and about 6 parents volunteered to shave their heads

Various pediatric cancers have unfortunately affected several children in District 23. Mark Atkinson, a seventh grade teacher at MacArthur and Patti Walsh, a second grade teacher at Ross asked permission to organize and run an event to include all the schools and all the children in School District 23. Leading up to the main event, the St. Baldrick's committee sold t-shirts and accepted donations from students and parents toward the cause.

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Children's Lurie Charity Basketball Game

The 3rd annual Charity Basketball Game raised approximately \$3000 for Ann & Robert H. Lurie Children's Hospital of Chicago. The event was held on April 1 at Hersey High School. The event pits the middle School staff of MacArthur staff against the elementary staff at Ike/Ross/Sullivan in a friendly, yet competitive game of basketball. There are a number of activities held on this night to make it a true, family outing for the district and community. Children from District 23 and the community routinely benefit from treatment at this hospital.

MacArthur Student Senate, and their sponsors Mrs. Melissa Joffe and Mrs. Megan Kevil organize and run all the activities that take place on the night of the event. Monies are raised through ticket sales, concessions, silent auctions and donations. All proceeds benefit Ann and Robert Lurie Children's Hospital and their on-going efforts to support children in serious medical need.

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YOUR EXCLUSIVE INVITATION

To the seventh biennial Illinois Association of School Boards
LeaderShop Academy Symposium

ORGANIZATIONAL HEALTH



Now is the time to get your organization

HEALTHY!

Presenter: Rick Van Arnam,
Principal Consultant, The Table Group, Inc.

Saturday, June 18, 2016

9 a.m. – 3 p.m.

Universal Technical Institute • Lisle, IL

Registration Information

Symposium Location: Universal Technical Institute
2622 Corporate West Drive
Lisle, IL 60532

**REGISTER EARLY
SEATING IS LIMITED!**

Advance registration is required. Workshop space can be held with advance payment by check, purchase order, or credit card. Registrations will be accepted until June 15, 2016, as long as space is available.

Cost is \$200 per person, which includes workshop materials, continental breakfast, and lunch.

Confirmation and directions will be sent approximately one week prior to the workshop via email.

Cancellation with refund will be accepted until noon Friday, June 10, 2016 by calling 217/528-9688, ext. 1103 or emailing pgoone@iasb.com.

Overnight lodging is not included in the workshop tuition. IASB has arranged a conference rate at the Hyatt Regency Lisle, 1400 Corporetum Dr, Lisle, IL 60532. Call 888/591-1234 and request the Illinois Association of School Boards rate. Reservation deadline is Thursday, May 26, 2016. Room rate: Single/Double \$95 plus taxes.

Accreditation: Attendees will receive one credit in the LeaderShop Academy Program and 10 points in the IASB's Master Board Member Program.

Dress is business casual.

How to register:

ONLINE: <https://www.iasb.com/calendar/register.cfm?ID=2326>

MAIL: IASB Registrar, 2921 Baker Drive, Springfield, Illinois 62703-5929

FAX: 217/528-2831

EMAIL: registrar@iasb.com



If you need special arrangements,
contact IASB at 217/528-9688, ext. 1103.

Agenda

- 8:30 a.m. Registration and Continental Breakfast
- 9:00 a.m. Welcome and Introductions
- 9:15 a.m. "Organizational Health Model"
Program includes morning and afternoon breaks, and a one-hour lunch.
- 3:00 p.m. Adjournment



**ILLINOIS ASSOCIATION
OF SCHOOL BOARDS**

2921 Baker Drive
Springfield, Illinois 62703
217/528-9688
www.iasb.com

2016 LeaderShop Symposium Speaker



As a Principal Consultant, Rick has been working with teams and leaders on matters of leadership, team and organizational effectiveness for nearly twenty years. His client work focuses on the connection between effective relationships, cohesive teams and producing results. Recognized for his ability to connect with others and break down complex issues, Rick has a unique way of helping clients improve their organizations by creating healthy environments where desired results are realized.

Currently, Rick works with CEOs and executive teams in quickly and effectively applying the concepts captured in all of Patrick Lencioni's books. His clients span a broad spectrum of industries ranging from technology, consumer brands, health care and the government.

Rick has a diverse leadership background in the military, corporate, and higher education segments. A veteran of deployments to Panama (1989) and Afghanistan (2003 & 2010), he has used Patrick's concepts in senior leadership roles spanning data network sales to full-spectrum Military Intelligence Operations in Afghanistan.

Prior to joining The Table Group in 2012 and since 9/11, Rick balanced challenging Army National Guard demands with his work as an organizational effectiveness consultant and work in higher education leading teams in both development and student affairs. In 2014, he retired at the rank of Colonel in the United States Army where he served for thirty years on Active Duty and in the National Guard and Reserves including a final assignment as Commander of the 124th RTI (Regional Training Institute) Regiment. He earned an MBA from the University of Michigan's Ross School of Business with a focus on marketing and strategy.

Rick lives in Chicago with his wife and together they have two college-aged children.



The seventh biennial Illinois Association of School Boards LeaderShop Academy Symposium

YOU ARE INVITED to attend the Illinois Association of School Boards' seventh biennial LeaderShop Academy Symposium. This learning opportunity – **designed exclusively for school board LeaderShop Academy members and their superintendents** – is for those who have committed to continuous improvement and professional development.

A key benefit of your Academy membership is the opportunity for you and your superintendent to attend this exclusive, high-quality program designed to allow you to hear from thought-provoking speakers, to “go deeper” into timely issues impacting effective governance and leadership, and to network with other board members.

ORGANIZATIONAL HEALTH

Rick Van Arnam

The health of your organization is more important in determining its success than talent, knowledge or innovation. Through large and small group activities, you will learn how the **Organizational Health Model**, based on the best-selling books *The Advantage* and *The Five Dysfunctions of a Team* by Patrick Lencioni, will help you achieve long-term success in your organization. You will also leave the Symposium with tools such as “The Four Disciplines of a Healthy Organization” and “The Five Behaviors of a Cohesive Team” that will help you improve your organization’s health.



PROSPECT HEIGHTS SCHOOL DISTRICT 23

**Buildings & Sites Committee
700 North Schoenbeck Road
Board of Education Meeting Room
Prospect Heights, Illinois**

**April 6, 2015
7:30 am**

AGENDA

- I. Call meeting to order
- II. Discussion Items
 - A. RFQ for architects
 - 1. Update on walk through
 - 2. Determination on interview process/participants
 - 3. Studio GC
 - C. Honeywell FS90 Fire Alarm Panel improvements
 - D. Summer custodians/summer projects
 - E. Long-Term Capital Needs/Projects
- III. Old business – discussion of issues from previous meetings
 - A. Prospect Heights/Wheeling Youth Baseball/Softball project
- IV. New business – discussion of proposed items for next meeting
 - A. Receipt of grant money
- V. Adjournment

PROSPECT HEIGHTS SCHOOL DISTRICT 23

**Finance Committee
700 North Schoenbeck Road
Board of Education Meeting Room
Prospect Heights, Illinois**

**April 6, 2016
4:00 pm**

AGENDA

- I. Call meeting to order
- II. Discussion Items
 - A. FY 2016 iPad use overview
 - B. iPad lease terms and projections – FINAL quote
 - C. TRS penalty payment
 - D. Health insurance premiums
- III. Old business – discussion of issues from previous meetings
 - A. Renewal of Resolution Authorizing Payment of Bills – FINAL draft
 - B. Piano update
 - C. Activity accounts
 - D. Fund Transfer/Budget Amendment discussion
- IV. New business – discussion of proposed items for next meeting
 - A. Receipt of grant money
- V. Adjournment

MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT 23
MARCH 9, 2016
GRODSKY ADMINISTRATION CENTER

Mari-Lynn Peters, Board President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL:

PRESENT: Mr. Novak (via telephone), Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

ABSENT: Mrs. Olsen

ALSO

PRESENT: Dr. Deb Wilson, Superintendent; Dr. Don Angelaccio, Assistant
Superintendent for Instruction; Mr. Micheal DeBartolo, Business
Manager

RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board.

COMMUNICATIONS

PROSPECT HEIGHTS LIBRARY – MEET THE ARTISTS RECEPTION

Dr. Wilson shared information about the Meet the Artists Reception at Prospect Heights Library on March 10 from 6:30 – 8:00. Not only will District 23 students have artwork being displayed, the Serenading Strings will be performing. Illinois Art Education Week is from March 4th to the 20th.

COMMITTEE REPORTS

Buildings and Sites: Mr. Bednar reported on the committee meetings held. On February 29th the committee discussed the Prospect Heights/Wheeling baseball proposal for improving the fields on district property. They also discussed a solar power proposal, which will be declined as the credits were only for five years.

At the February 17th meeting the committee talked about the district's current architectural firm and the life safety report. They decided to explore using a different architectural firm.

IASB/ED-RED: Mrs. Botwinski was unable to attend the ED-RED meeting held Friday, March 4th. The meeting topics revolved around the funding and legislation issues that Illinois is facing. Dr. Wilson reminded the Board that the North Cook Spring Dinner Meeting is coming up on Tuesday, April 5th.

Policy: No report.

School/Community Relations: Mr. Chester reported on the meeting held February 22nd. The committee discussed topical ideas for the district newsletter and ideas going forward on changing the newsletter format. They are considering moving to an electronic newsletter posted on website or other some other type of communication. Their intent is to make it shorter and trying to keep it more current. The committee also discussed community service projects coming up.

NSSEO: Mrs. Botwinski reported on the NSSEO Governing Board's March meeting. The Board gave a presentation on their achievement showcase, showing community outreach. They were updated on the foundation and conducted routine business.

Finance: Mr. Bowes reported on the Finance Committee meeting held on February 29th at which they discussed several items that are on the consent agenda; the foodservice agreement, the PowerSchool plugin, and seeking an architect firm. Also discussed were the activity accounts, and routine replacement of small items, such as uniforms, a property tax appeal and the wellness program.

Negotiations: No report.

CONSENT AGENDA

APPROVAL OF REGULAR MEETING MINUTES

Mr. Bednar moved and Mr. Chester seconded the motion to approve the Regular Meeting Minutes of February 10, 2016 as presented.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES

Mr. Bednar moved and Mr. Chester seconded the motion to approve the Executive Session Minutes of February 10, 2016 as presented.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

PERSONNEL REPORT

Mr. Bednar moved and Mr. Chester seconded the motion to approve the Personnel Report as presented, a copy of which is included with these minutes.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

RENEWAL OF INTERGOVERNMENTAL AGREEMENT FOR FOOD SERVICES
WITH ARLINGTON HEIGHT SCHOOL DISTRICT 25

Mr. Bednar moved and Mr. Chester seconded the motion to approve the Intergovernmental Agreement with Arlington Heights School District 25 as presented.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

MARSHA BRENNER POWERSCHOOL PLUGIN CONTRACT

Mr. Bednar moved and Mr. Chester seconded the motion to approve the Marsha Brenner PowerSchool Plugin Contract as presented.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

APPROVAL OF REQUEST FOR QUALIFICATIONS FOR ARCHITECT SERVICES

Mr. Bednar moved and Mr. Chester seconded the motion to approve Request for Qualifications for Architect Services as presented.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

RESOLUTION FOR DISMISSAL AND NON-RENEWAL OF CERTAIN NON-FINAL
YEAR PROBATIONARY TEACHERS

Mr. Bednar moved and Mr. Chester seconded the motion to authorize the Resolution for Dismissal and Non-Renewal of Certain Non-Final Year Probationary Teachers as presented.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

RESOLUTION AUTHORIZING HONORABLE DISMISSAL OF TEACHERS

Mr. Bednar moved and Mr. Chester seconded the motion to authorize the Resolution for Dismissal and Non-Renewal of Certain Non-Final Year Probationary Teachers as presented.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

FINANCIAL REPORT

Mr. Novak moved and Mr. Bednar seconded the motion to approve the Financial Report as presented of bills in the amount of \$446,507.34 and the payroll for March in the amount of \$1,083,302.75.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

SUPERINTENDENT'S REPORT

FAMILY AND CONSUMER SCIENCE PRESENTATION

Dr. Angelaccio introduced Ms. Ashley Sterba, Family and Consumer Science teacher, who made a presentation on the new curriculum being used in FACS, with the assistance of four of her students. Ms. Sterba reviewed the various curriculums taught in grades 6, 7 and 8 to help students achieve an optimal quality of life. Students learn a variety of life skills such as smart consumerism, budgeting and financial methods, parenting and family relationships, culinary arts, and choosing colleges and careers. The culinary arts project culminated in "cupcake wars." The winner, Frank Karigan, brought his award winning cupcakes and shared them with the Board.

TECH PLAN 2.0: SULLIVAN SCHOOL IPAD IMPLEMENTATION

Dr. Wilson explained that the action being recommended to the Board is to make a commitment to move forward with the devices needed to move forward with the implementation of the Tech Plan 2.0 at Sullivan. Details of how students will use them to start, and when they will be allowed to take them home is currently being worked out through focus groups. One of the focus groups is with parents to get input on how the process can be improved.

Mr. Novak moved and Mrs. Botwinski seconded the motion to approve the additional technology devices required for 1:1 implementation for Sullivan.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: Mr. Bednar

ABSENT: Mrs. Olsen

2016-2017 STUDENT REGISTRATION FEES

Dr. Wilson reiterated the information shared last month on student fees for the 2016-2017 school year.

Mr. Novak moved and Mr. Chester seconded the motion to accept the student fees for 2016-2017 school year as presented.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mrs. Botwinski, Mr. Chester

NAYS: Mr. Bednar, Mr. Bowes

ABSENT: Mrs. Olsen

2016-2017 STAFFING PLAN

Dr. Wilson reviewed the 2016-2017 staffing plan with the recommendations for next year that was presented to the Board at the February meeting.

Mr. Bednar moved and Mr. Chester seconded the motion to accept the 2016-2017 Staffing Plan as presented.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

FINAL 2015-2016 SCHOOL CALENDAR

Dr. Wilson stated that with no use of snow days, by contract the teachers are given a day back and records day. The last day of student attendance will be Friday, June 10th. Teachers will be scheduled on the 13th and 14th for an institute day and a school improvement day. June 15th will be Records Day.

Mr. Bednar moved and Mrs. Botwinski seconded the motion to approve the Final 2015-2016 School Year Calendar as presented.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Dr. Wilson informed the Board that the requests and responses were included with the Board materials.

RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

RESCHEDULE DATE OF JUNE REGULAR MEETING OF THE BOARD

This year the date for the June Board meeting falls on the same night as the graduation ceremonies at MacArthur. The Board agreed to change the date to Wednesday, June 15.

EXECUTIVE SESSION

Mr. Bednar moved and Mrs. Botwinski seconded the motion to adjourn to Executive Session for purposes of discussing personnel and negotiations.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

The Board adjourned to Executive Session at 8:01 p.m.

OPEN SESSION

The Board returned to open session at 9:24 p.m.

ROLL CALL:

PRESENT: Mr. Novak (via telephone), Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

ABSENT: Mrs. Olsen

ADJOURNMENT

Mr. Bednar moved and Mrs. Botwinski seconded the motion to adjourn at 9:25 p.m.

ROLL CALL:

AYES: Mr. Novak, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mrs. Olsen

President

Secretary

MINUTES OF THE EXECUTIVE SESSION
OF THE
BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT 23
MARCH 9, 2016
GRODSKY ADMINISTRATION CENTER

Mari-Lynn Peters, Board President, called the Executive Session to order at 8:07 p.m.

ROLL CALL:

PRESENT: Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester,
Mr. Novak (via telephone), Mrs. Peters

ABSENT: Mrs. Olsen

ALSO

PRESENT: Dr. Deb Wilson, Superintendent; Dr. Don Angelaccio, Assistant
Superintendent for Instruction; Mr. Micheal DeBartolo, Business
Manager

PERSONNEL

Dr. Wilson briefed the Board on the status of a complaint of racial discrimination made in fall of 2015. DCFS would not take the case forward. OCR has notified us of the complaint. The district previously received a letter stating that action would be taken, but with several organizations declining to assist the family of the student, and time passing for other actions, Dr. Wilson believes that any legal issues will not materialize. The district lawyer reviewed the case and reiterated that we followed all the proper procedures.

NEGOTIATIONS

Mr. DeBartolo briefed the Board on the custodial negotiations and went over their initial proposal. There were no major points that could stall discussions and both parties were close on several points including salary.

ADJOURNMENT

Mr. Bednar moved and Mrs. Botwinski seconded the motion to return to Open Session at 9:24 p.m.

ROLL CALL:

AYES: Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester,
Mr. Novak, Mrs. Peters

NAYS: None

ABSENT: Mrs. Olsen

President

Secretary

PERSONNEL REPORT

<u>Name</u>	<u>Position</u>	<u>Action</u>	<u>Effective</u>	<u>Salary</u>
1. Karen Walker	SPED Program Assistant Ross	Resignation	March 11, 2016	\$28,988
2. Jose Blanco	Day Custodian Ross	FMLA	April 1, 2016	\$50,211
3. Ani Magid	Speech/Language Pathologist Ross/Sullivan	FMLA	March 28, 2016	\$81,479
4. Samuel Simpson	Band/Music Teacher MacArthur/Sullivan	Employment	August 22, 2016	\$42,786

School District 23
Prospect Heights, IL

RESOLUTION TO RECOGNIZE THE SERVICE OF VOLUNTEERS

In conjunction with
NATIONAL VOLUNTEER WEEK
April 10 – 16, 2016

WHEREAS: the volunteer spirit has contributed to the success of America throughout its history; and

WHEREAS: the service of volunteers remains essential to meeting the needs of all citizens; and

WHEREAS: hundreds of committed volunteers have contributed their time and talents to School District 23 during the 2015-2016 school term; and

WHEREAS: the service provided by volunteers has benefited both the financial and educational effectiveness of the school district; and

WHEREAS: each volunteer has contributed to the success of children in school while providing students with a concrete example of behavior which models service to the community,

NOW THEREFORE, BE IT RESOLVED: that April 10 – 16, 2016 is hereby designated as School District 23 Volunteer Recognition Week. The timing is perfect as it provides an opportunity this evening for the Prospect Heights Board of Education to publicly salute the individuals who give of their time and talents on behalf of students and staff of School District 23. Over the course of the school year, our volunteers have contributed their time and talents to the students of School District 23 and in doing so have contributed to the success of our students. Through their service, District 23 volunteers provide our students with a concrete example of behavior which models service to the community. Their efforts not only encourage and support the individuals they serve, but they also motivate others to serve as well.

Adopted by the Board of Education of School District 23, Prospect Heights, Illinois, on this 13th day of April 2016.

Members:

Jim Bednar

Carol Botwinski

Jeff Bowes

Pat Chester

Kevin Novak

Martha Olsen

Mari-Lynn Peters

Board of Education President

Board of Education Secretary

National Volunteer Week April 10 – April 16

This week we are celebrating and recognizing Volunteer Appreciation Week, April 10 - 16. The timing is perfect as it provides an opportunity this evening for the Prospect Heights Board of Education to publicly recognize the individuals who give of their time and talents on behalf of the students and staff of School District 23. Over the course of the school year, our volunteers have contributed their time and talents to the students of School District 23 and in so doing have contributed to the success of our students. Through their service, District 23 volunteers provide our students with a concrete example of behavior which models service to the community. Their efforts not only encourage and support the individuals they serve, but they also motivate others to serve as well.



Proclamation

Education is both a pillar of democracy and a cornerstone of American opportunity. In an increasingly competitive world, it gives our children the tools to thrive. On May 3, 2016 please join the Prospect Heights Board of Education as we celebrate our entire staff and recognize the importance of each staff member and the many roles they fill each and everyday in the effort to help our students realize their full potential. On May 3rd we encourage the community to join us by taking time to recognize and acknowledge the impact of District 23 staff members on the lives of our students.

WHEREAS, District 23 staff members make public schools great; and

WHEREAS, District 23 staff members work to open students' minds to ideas, knowledge and dreams; and

WHEREAS, District 23 staff members keep American democracy alive by laying the foundation for good citizenship; and

WHEREAS, District 23 staff members fill many roles, as listeners, explorers, role models, motivators and mentors; and

WHEREAS, District 23 staff members continue to influence us long after our school days are only memories;

Now, therefore, I, _____,

serving as BOARD PRESIDENT of PROSPECT HEIGHTS SCHOOL DISTRICT 23,

Do hereby proclaim Tuesday, May 3, 2016, as

NATIONAL TEACHER DAY

Signed this _____ day of _____, 2016.



Staff Appreciation Week May 2 – May 6
Recognizing the service of
Professional Educators, Nurses and Support Personnel

Education is both a pillar of democracy and a cornerstone of American opportunity. In an increasingly competitive world, it gives our children the tools to thrive. On May 4th, 2016, please join the Prospect Heights Board of Education as we celebrate our entire staff and recognize the importance of each staff member and the many roles they fill each and everyday in the effort to help students realize their full potential. On May 6th we encourage the community to join us by taking time to recognize and acknowledge the positive role and impact of District 23 staff members on the lives of our students.

RESOLUTION AUTHORIZING PAYMENT OF BILLS

WHEREAS, it is often necessary or beneficial to pay bills related to the operations of the District prior to a regularly scheduled board meeting; and

WHEREAS, the Board of Education of Prospect Heights School District No. 23 (the “District”), Cook County, Illinois (hereinafter the “Board”) desires to establish a process for the timely and efficient payment of bills; and

WHEREAS, the establishment of a bill paying process that enables the District to pay bills prior to regularly scheduled board meetings should also enable the Board to maintain reasonable and adequate oversight.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Prospect Heights School District No. 23, Cook County, Illinois as follows:

Section 1. The recitals set forth above are hereby incorporated as though fully set forth herein.

Section 2. The Business Manager is authorized to pay the following bills pursuant to this Resolution:

- a. Any reoccurring monthly bill:
 - 1. Utilities
 - 2. Student Transportation
 - 3. Food Service
 - 4. NSSEO
 - 5. Private Tuition Bills
 - 6. Insurance(s)
 - 7. Legal Services
- b. Any other bill less than \$10,000.00.
- c. Any bill for which a finance charge would be incurred if not paid by the posted date.
- d. Any curricular expenditure posted as part of the fiscal year budget for which delay would cause disruption to the educational program.

Section 3. Prior to paying any bill, the Business Manager will provide the board members with a list of the bills proposed for payment not later than the Friday before payment will be issued. Any board member may remove a bill from the proposed payment list prior to 12:00 p.m. on the following Tuesday. Upon removing a bill from the proposed payment list, the board member may seek additional

information from the Business Manager regarding the bill. If the board member's concerns are addressed to the board member's satisfaction, the bill may be returned to the proposed payment list and paid in accordance with the authorizations of this Resolution. Otherwise, the bill will remain unpaid until specific Board approval at the next regularly scheduled board meeting.

Section 4. Each month, the Board will designate a board member to review the bills proposed to be paid each week of his/her designated month. The designated board member may schedule a time with the Business Manager not more often than one time per week to review the bills in the District office. The designated board member shall provide specific, written confirmation of his/her approval of the bills to be paid for the week pursuant to this Resolution. Such confirmation shall be provided no later than 12:00 p.m. of the Tuesday on which bills are to be paid in accordance with this Resolution.

Section 5. The Business Manager will review all bills and payment checks prior to issuance of the payment.

Section 6. The bills paid pursuant to the authorizations of this Resolution will be presented to the Board at the next regularly scheduled board meeting after payment is made for the Board's review and formal ratification.

Section 7. This Resolution shall be in full force and effect upon adoption for Fiscal Years 2016 and 2017.

Section 8. This Resolution shall be adopted annually for each Fiscal Year thereafter, beginning with Fiscal Year 2018, after review and revision, as necessary, by the Board of Education.

ADOPTED this _____ day of April 2016 upon receiving a motion from Member _____, and a second of the motion by Member _____ followed by a roll call vote recorded as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

BOARD OF EDUCATION OF PROSPECT HEIGHTS
SCHOOL DISTRICT NO. 23, Cook County, Illinois

President, Board of Education

ATTEST: _____
Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified acting Secretary of the Board of Education of Prospect Heights School District 23, Cook County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

RESOLUTION AUTHORIZING PAYMENT OF BILLS

as adopted by the Board at its meeting held on the _____ day of April, 2016.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of April _____, 2016.

Secretary, Board of Education

School District Financial Profile

Prospect Heights SD 23
Elementary
05-016-0230-02

Located in : Prospect Heights Cook
Superintendent: Dr. Debra A Wilson

Basis of Accounting: Cash
Under Tax Cap: Yes

Historical Data

Financial Indicators :

Fund Balance to Revenue Ratio :

	2011	2012	2013	2014	2015	Score	
	0.35	0.397	0.436	0.470	0.444	4	
						Weighted Score	1.40

(Includes Educational, Operations & Maintenance, Transportation, Working Cash, and negative IMRF/FICA Funds)

Total Fund Balance divided by
Total Revenue

8,800,334
19,816,386

The Fund Balance to Revenue Ratio reflects the impact of additional revenues to the existing fund balances of the district. Fund Balances, to a district, can be viewed as savings or checking account balances to the average citizen. A ratio of .25 or greater scores 4, between .25 and .10 scores 3, between .10 and zero scores 2 and a negative fund balance to revenue ratio scores 1.

Expenditure to Revenue Ratio :

	2011	2012	2013	2014	2015	Score	
	0.97	0.91	0.937	0.961	0.998	4	
						Weighted Score	1.40

(Includes Educational, Operations & Maintenance, Transportation, and Working Cash Funds)

Total Expenditure divided by
Total Revenues

19,768,657
19,816,386

The Expenditure to Revenue Ratio represents how much the school district is spending for every dollar they are bringing in as revenue. Equal to or less than \$1.00 has a score of 4, between \$1.00 and \$1.10 scores 3, between \$1.10 and \$1.20 scores 2 and spending of greater than \$1.20 scores 1. One-time expenditures made by the district, including construction costs, are included in this ratio. Upon review of the remaining fund balance when deficit spending occurs, the indicator score may be adjusted.

Days Cash on Hand :

	2011	2012	2013	2014	2015	Score	
	131	158	168	177	163	3	
						Weighted Score	0.30

(Includes Educational, Operations & Maintenance, Transportation, and Working Cash Funds)

Cash on Hand divided by
Expenditures per Day

8,930,474
54,913

Days Cash on Hand reflects the number of days a school district would be able to pay their average bills without any additional revenues. 180 days or greater scores 4, between 90 and 180 scores 3, between 30 and 90 scores 2 and less than 30 days of cash on hand scores 1.

% of Short-Term Borrowing Max. Remaining :

	2011	2012	2013	2014	2015	Score	
	100.00	100.00	100.00	100.00	100.00	4	
						Weighted Score	0.40

Tax Anticipation Warrants
Short-Term Debt Max. Available

0
13,999,823

Based on Tax Anticipation Warrants, this represents how much short-term debt the district may incur.

% of Long-Term Debt Margin Remaining :

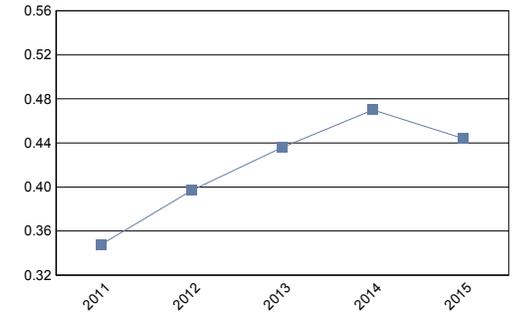
	2011	2012	2013	2014	2015	Score	
	92.11	93.58	74.160	65.96	68.43	3	
						Weighted Score	0.30

Long-Term Debt Amount

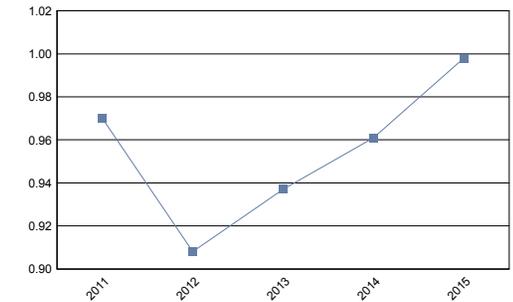
10,167,757

Represents how much long-term debt the district may incur.

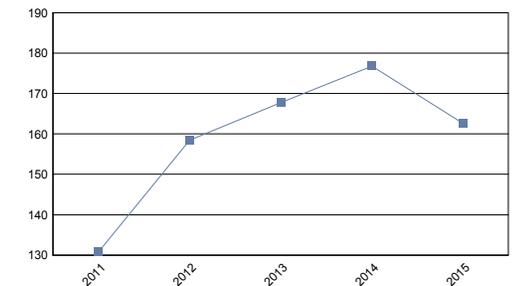
Fund Balance to Revenue Ratio



Expenditure to Revenue Ratio



Days Cash on Hand



FY 14 Profile Score 3.80

FY 15 Profile Score 3.80

Recognition

School District Financial Profile

Prospect Heights SD 23
 Elementary
 05-016-0230-02

Located in : Prospect Heights Cook
 Superintendent: Dr. Debra A Wilson

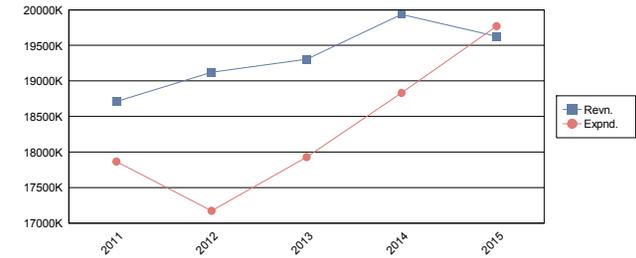
Basis of Accounting: Cash
 Under Tax Cap: Yes

Historical Data

***Operating Funds Summary :**

	2011	2012	2013	2014	2015
Beginning Fund Balance	6,217,883	6,669,544	7,655,655	8,446,803	9,484,848
+ Revenues	18,711,092	19,124,070	19,307,101	19,933,330	19,627,137
- Expenditures	17,867,927	17,173,588	17,927,582	18,830,914	19,768,657
= Results of Operations	843,165	1,950,482	1,379,519	1,102,416	(141,520)
+ Other Receipts and Adjustments	(389,372)	(964,371)	(588,371)	(64,371)	(796,613)
Ending Fund Balance	<u>6,671,676</u>	<u>7,655,655</u>	<u>8,446,803</u>	<u>9,484,848</u>	<u>8,546,715</u>
Working Cash Ending Fund Balance	1,420,870	524,255	2,768	3,872	3,884

Revenues and Expenditures



* The Operating Funds include the Educational, Operations and Maintenance, Transportation and Working Cash Funds. For further analysis of the district's ability to levy and transfer monies into the operations of a district, the Working Cash Fund has been pulled separate below. Districts may transfer money from the working cash fund to any of the operating funds as a loan.

District's Comments Regarding the School District Financial Profile

Prospect Heights School District 23 Board Presentation

Date: April 13, 2016

Title: Curriculum Update – Bilingual Program Outreach

Contact: Don Angelaccio

The 2016-2018 Blueprint for Prospect Heights School District 23 sets a goal to: “Strengthen collaborative relationships with parents, staff and community members to reinforce a sense of community and student learning.” This presentation is intended to provide the Board insight into the outreach efforts of the Bilingual Parent Advisory Committee (BPAC) and Limited English Proficiency (LEP) Committee.

District 23 is an increasingly diverse and multi-lingual community. This year, more than 48 languages are represented in our community; based upon home language survey data, our homes are comprised of the following native languages:

- 45% English
- 18% Spanish
- 15% Polish
- 4% Russian
- 2% Korean
- 16% All other languages

To be responsive to the needs of these learners, the District assesses English Proficiency upon enrollment and identifies students who qualify LEP or bilingual services. Through a wide range of instructional programs, students receive support in their classroom through an appropriately certified teacher and/or through pull-out support. Currently, 394 students (24%) qualify for these additional services.

For our Spanish speaking students, District 23 offers Transitional Bilingual Education (TBE) services to assist students in the strengthening of their native language as they develop biliteracy in English. 94 Students (5.8%) are currently served in our Spanish bilingual classes in grades K-5.

The presentation to the Board, will highlight the outreach and community engagement efforts of our BPAC team and will include an overview of the following events:

- 1) BPAC Resource Fair
- 2) Family Literacy and Math Nights
- 3) Family Game Night
- 4) Familias Unidas
- 5) Tutoring and Summer Reading Programs

Many thanks are in order for the members of our Bilingual/LEP committee and the faculty who serve our LEP population. It is through the continued reflection and refinement of activities that we better reach the needs of our students and support our bilingual families.

We believe it is imperative to be responsive to the unique needs of our bilingual population while also creating a welcoming and inviting culture for all of our families. We appreciate the continued support of the Board and administrative team.

Members of the Bilingual/LEP committee:

Stacy Balla

Michelle Valderrama

Meghan Lopez

Jennifer Dunkin

Kim Strachn

Kelly Funk

Emily Butts

Laura Jackson

Denisse Valladares

Chris Alms

Craig Curtis

Don Angelaccio

PROSPECT HEIGHTS SCHOOL DISTRICT 23
Cook County, Illinois

Freedom of Information Act Report

(April 2016)

Date Received	Requester	Request	Status
3/4/2016	Brendan Bakala; Illinois Policy Institute	Electronic request for directory information (Name, Bargaining Representative, Zip Code) of employees in a Union	Completed
2/27/2016	Pat Noonan; Carpenters Local 1185	Electronic request for Superior Flooring certified payroll for Ross/Sullivan 2014 and Eisenhower 2015 construction projects	Completed
2/26/2016	Charlene Roche; SmartProcure	Electronic request for information regarding purchase orders from 11/4/2015 to date of request	Completed
2/19/2016	Maralee Hanners; Donald M. Craven Law offices	Electronic request for Honeywell all contracts, invoices, and change orders from 2015 for Honeywell	Completed

Above represents the requests received by the District pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et. seq.) since the October 2015 meeting of the Board of Education.



PROSPECT HEIGHTS SCHOOL DISTRICT 23

700 N. SCHOENBECK ROAD PROSPECT HEIGHTS, ILLINOIS 60070

District Office
PHONE: (847) 870-3850
FAX: (847) 870-3896

Eisenhower School
PHONE: (847) 870-3875
FAX: (847) 870-3877

Ross School
PHONE: (847) 870-3868
FAX: (847) 870-3898

Sullivan School
PHONE: (847) 870-3865
FAX: (847) 870-8113

MacArthur Middle School
PHONE: (847) 870-3879
FAX: (847) 870-3881

SENT VIA ELECTRONIC MAIL – maralee@cravenlawoffice.com

March 4, 2016

Ms. Maralee Hanners
Paralegal
Donald M. Craven, P.C.
1005 North 7th Street
Springfield, Illinois 62702

RE: Response to Freedom of Information Act Request

Ms. Hanners:

This letter is a timely response to your request for information under the Illinois Freedom of Information Act.

You have requested information regarding (1) any and all contracts entered into with Honeywell in 2015 to present (2) any and all invoices submitted to the District by Honeywell in 2015 to present and (3) any and all change orders entered into with Honeywell in 2015 to present.

Your initial request has been completed and the responsive documents are enclosed.

If you have questions, please contact me at (847) 870-5552 or mdebartolo@d23.org.

Very truly yours,

Micheal A. DeBartolo

Micheal A. DeBartolo
Business Manager
Freedom of Information Act Officer

Attachment



Prospect Heights School District 23

700 N. SCHOENBECK ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

DISTRICT OFFICE

Phone (847) 870-3850

Fax: (847) 870-3896

EISENHOWER SCHOOL

Phone (847) 870-3875

Fax: (847) 870-3877

BETSY ROSS SCHOOL

Phone (847) 870-3868

Fax: (847) 870-3898

ANN SULLIVAN SCHOOL

Phone (847) 870-3865

Fax: (847) 870-8113

MACARTHUR MIDDLE SCHOOL

Phone (847) 870-3879

Fax: (847) 870-3881

March 9, 2016

**SENT VIA ELECTRONIC MAIL and REQUETSED ELECTRONIC UPLOAD
(glauricella@smartprocure.us)**

Ms. Gabriella Lauricella
Data Acquisition Specialist
SmartProcure
700 West Hillsboro Boulevard
Suite 4-100
Deerfield Beach, Florida 33441

Re: Response to FOIA Request

Dear Ms. Corbett:

On February 24, 2016, Prospect Heights School District 23, Cook County, Illinois, (“School District”) received from you a commercial request for information pursuant to the Illinois Freedom of Information Act for the disclosure “any and all electronic purchasing records from 2015-11-04 to current . . .”

The specific information requested is:

1. Purchase order number;
2. Purchase order date;
3. Line item details;
4. Line item quantity;
5. Line item price; and
6. Vendor ID number, name, address, contact person and email address.”

Since the request is commercial in nature, the response is provided to you pursuant to Section 140/3.1 of the Freedom of Information Act (5 ILCS 140/3.1).

To the extent the records disclosed to you lack any of the above six categories of information, it is because the responsive purchase orders possessed by the District lack that information.

Ms. Gabriella Lauricella
March 9, 2016
Page 2

Documents responsive to your request are provided to you via upload to the website you provided in your request. No fees are being assessed for this disclosure.

Sincerely,

Micheal A. DeBartolo

Micheal A. DeBartolo
Business Manager
Freedom of Information Act Officer

Cc: Dr. Deb Wilson, Superintendent
Board of Education



PROSPECT HEIGHTS SCHOOL DISTRICT 23

700 N. SCHOENBECK ROAD PROSPECT HEIGHTS, ILLINOIS 60070

District Office
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Sullivan School
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FAX: (847) 870-8113

MacArthur Middle School
PHONE: (847) 870-3879
FAX: (847) 870-3881

April 4, 2016

SENT VIA ELECTRONIC MAIL

(noonan1185@yahoo.com & pnoon@carpentersunion.org)

Mr. Pat Noonan
Carpenters Local 1185
4979 Indiana Avenue, Suite 213
Lisle, IL 60532

RE: Response to Freedom of Information Act Request

Mr. Noonan:

This letter is in response to your request for information under the Illinois Freedom of Information Act.

Specifically, you have requested the following documents in our conversation, "A copy of the certified payrolls for Superior for the last two projects." In addition, you have requested the following documents in an email received by the District, "A copy of the certified payrolls for Superior."

Attached to this electronic mail message are the copies of the certified payroll for the 2014 HVAC/Life Safety Project at Ross and Sullivan Schools as well as the 2015 HVAC/Life Safety Project at Eisenhower School.

If you have questions or need additional assistance, please contact me via telephone at (847) 870-5552 or electronic mail at mdebartolo@d23.org.

Very truly yours,

Micheal A. DeBartolo

Micheal A. DeBartolo
Business Manager
Freedom of Information Act Officer

Attachment

Cc: Dr. Deb Wilson, Superintendent
Board of Education



PROSPECT HEIGHTS SCHOOL DISTRICT 23

700 N. SCHOENBECK ROAD PROSPECT HEIGHTS, ILLINOIS 60070

District Office
PHONE: (847) 870-3850
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FAX: (847) 870-3898

Sullivan School
PHONE: (847) 870-3865
FAX: (847) 870-8113

MacArthur Middle School
PHONE: (847) 870-3879
FAX: (847) 870-3881

SENT VIA ELECTRONIC MAIL – research@illinoispolicy.org

April 4, 2016

Mr. Brendan Bakala
Illinoisn Policy Insitute
190 S. LaSalle St.
Suite 1500
Chicago, IL 60603

RE: Response to Freedom of Information Act Request
*Request for documents concerning District 23 employees
and employee union affiliation*

Mr. Bakala:

This letter is in response to your request for information under the Illinois Freedom of Information Act.

You have requested information regarding documents “related to the number of and names of Prospect Heights School District 23 employees who are union members with the name of their affiliated union and residential zip codes.”

The information responsive to your inquiry is enclosed.

If you have questions, please contact me at (847) 870-5552 or mdebartolo@d23.org.

Very truly yours,

Micheal A. DeBartolo

Micheal A. DeBartolo
Business Manager
Freedom of Information Act Officer

Attachment

DRAFT UPDATE

Prospect Heights School District 23

6:130

Instruction

Program for the Gifted

The Superintendent or designee may implement an education program for gifted and talented students that is responsive to community needs and is within the budget parameters as set by the board.

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented learner.

~~In order to allow~~The Board of Education ~~to~~will monitor this ~~policy;~~program's performance by meeting periodically with the Superintendent or designee shall report at least annually onto determine and/or review the indicators and data that evidence whether the status of the District's educational program for gifted program and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

LEGAL REF.: 105 ILCS 5/14A-5 et seq.
23 Ill.Admin.Code Part 227.

ADOPTED: February 13, 2013

Comment [APowell1]: During its 5-year review, this optional policy was amended to provide a method for the board to monitor it.
Issue 91, February 2016

DRAFT UPDATE

Prospect Heights School District 23

7:150

Students

Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school, ~~through Procedures that will~~; (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law.

Comment [AKL1]: The policy and Cross References are updated. The policy is updated in response to subscriber feedback to clarify that superintendents are responsible for developing procedures and implementing this policy. It was also reviewed in light of P.A. 99-456 (eff. 9-15-2016).
Issue 91, February 2016

LEGAL REF.: 55 ILCS 80/, Children's Advocacy Center Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Discipline Behavior)

ADOPTED: February 13, 2013

This policy is **rewritten** in response to legislation (P.A. 99-456). Much of the previous policy language remains, but has been reordered. The extent of the changes made our usual PRESS Plus process for showing changes too cumbersome. A redlined version is available in the Committee Worksheets via PRESS Online.

Students

This policy becomes effective and replaces the current policy on *Student Discipline* on the first student attendance day of the 2016-2017 school year.

Student Behavior (formerly known as Student Discipline)

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

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

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Issue 91, February 2016

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Issue 91, February 2016

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Comment [APowell6]: Contact the board attorney for advice concerning whether to accommodate a student who is a *registered qualifying patient*.
Issue 91, February 2016

Comment [APowell7]: This is a catch-all provision concerning substances that may pose a health risk or disruption.
Issue 91, February 2016

Comment [APowell8]: The Powdered Caffeine Control and Education Act states: "No person may sell, offer for sale, give away, or provide free samples of powdered pure caffeine to any person under age 18 located within the State or to any person under age 18 making the purchase from within the State." A limited exception exists 410 ILCS 647/20, added by P.A. 99-50.
Issue 91, February 2016

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Issue 91, February 2016

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Issue 91, February 2016

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

Comment [APowell11]: 105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices, but State law leaves to local boards the discretion whether to prohibit student possession of cellular phones (105 ILCS 5/10-20.28).

OPTION 1:
To prohibit use or possession unless authorized by the Building Principal replace #5 with the following:
Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
Issue 91, February 2016

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended 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 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who

Comment [APowell12]:
The practice of suspending or expelling a student based on the number of accumulated disciplinary infractions may be illegal under 105 ILCS 5/10-22.6, amended by P.A. 99-456, eff. 9-15-2016. This includes a system of assigning points to specific infractions and then tallying the points a student receives over a period of time to determine a disciplinary exclusion from school. Contact the board attorney before using such a system.
Issue 91, February 2016

Comment [APowell13]: 105 ILCS 5/10-22.6(b-5), amended by P.A. 99-456, eff. 9-15-2016. According to subsection c-5, “[s]chool districts must make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.” 105 ILCS 5/10-22.6(c-5), added by P.A. 99-456, eff. 9-15-2016.
Issue 91, February 2016

Comment [APowell14]: A new provision prohibits school personnel from advising or encouraging students to drop out voluntarily due to behavioral or academic difficulties. 105 ILCS 5/10-22.6(h), added by P.A. 99-456.
Issue 91, February 2016

Comment [APowell15]: The disciplinary measures have been re-ordered from least severe to most severe to be more reader-friendly. The disciplinary measures listed are a range of options that will not always be applicable in every case.
Issue 91, February 2016

Comment [APowell16]: Restitution is permitted, but assessing a fine is prohibited by (105 ILCS 5/10-22.6(i), added by P.A. 99-456, eff. 9-15-2016).
Issue 91, February 2016

Comment [APowell17]: The 5-day limit on in-school suspensions is removed to add flexibility to its use.
Issue 91, February 2016

Comment [APowell18]: Consult the board attorney for advice concerning confiscated devices. There is no binding Ill. court decision regarding school personnel seizing and retaining a student’s property. The Supreme Court of Arkansas held that a teacher and principal did not violate a student’s state or federal rights when they confiscated and retained a student’s cell phone for 2 weeks for violating school rules on cell phones. *Koch v. Adams*, 361 S.W.3d 817 (Ark. 2010).
Issue 91, February 2016

Comment [APowell19]: This sentence is optional.
OPTION 2:
Restrict all suspended students from school grounds and school activities by replacing “may also be” with “shall also be.”
Issue 91, February 2016

has been expelled may also be restricted from being on school grounds and at school activities.

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

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

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.

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 2 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.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Comment [APowell20]: This sentence is optional.
OPTION 3: Restrict all expelled students from school grounds and school activities by replacing "may also be" with "shall also be."
Issue 91, February 2016

Comment [APowell21]: Contact the board attorney regarding the necessary due process procedures before imposing a disciplinary transfer to an alternative school. An Ill. appellate court stated incidentally in a decision, without establishing precedent, that placement in an alternative school is tantamount to an expulsion.
Issue 91, February 2016

Comment [APowell22]: The new legislation explicitly forbids zero tolerance policies. It provides, however, an exception for zero tolerance policies established by state or federal law. This includes zero tolerance laws for bringing weapons to school. See the Update Memo for more information.
Issue 91, February 2016

Comment [APowell23]: Required by 105 ILCS 5/10-22.6(b-25), amended by P.A. 99-456, eff. 9-15-16. See 7:190-AP8, *Student Re-Engagement Guidelines*.
Issue 91, February 2016

Comment [APowell24]: A goal for re-engagement is optional.
Issue 91, February 2016

Comment [APowell25]: Schools must permit students who were suspended to make up work for equivalent academic credit (105 ILCS 5/10-22.6(b-30), amended by P.A. 99-456, eff. 9-15-2016).
Issue 91, February 2016

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

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

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

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and
110/3.10.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications), 8:30 (Visitors to and Conduct on School Property)

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

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3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

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

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

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Comment [APowell6]: Contact the board attorney for advice concerning whether to accommodate a student who is a *registered qualifying patient*.
Issue 91, February 2016

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

Comment [APowell7]: This is a catch-all provision concerning substances that may pose a health risk or disruption.
Issue 91, February 2016

g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

Comment [APowell8]: The Powdered Caffeine Control and Education Act states: "No person may sell, offer for sale, give away, or provide free samples of powdered pure caffeine to any person under age 18 located within the State or to any person under age 18 making the purchase from within the State." A limited exception exists 410 ILCS 647/20, added by P.A. 99-50.
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Comment [APowell10]: Contact the board attorney for advice concerning whether to accommodate a student who is a *registered qualifying patient*.
Issue 91, February 2016

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Comment [APowell11]: 105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices, but State law leaves to local boards the discretion whether to prohibit student possession of cellular phones (105 ILCS 5/10-20.28).

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

OPTION 1:
To prohibit use or possession unless authorized by the Building Principal replace #5 with the following: Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
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7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truant.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended 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 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who

Comment [APowell12]: The practice of suspending or expelling a student based on the number of accumulated disciplinary infractions may be illegal under 105 ILCS 5/10-22.6, amended by P.A. 99-456, eff. 9-15-2016. This includes a system of assigning points to specific infractions and then tallying the points a student receives over a period of time to determine a disciplinary exclusion from school. Contact the board attorney before using such a system.
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Comment [APowell13]: 105 ILCS 5/10-22.6(b-5), amended by P.A. 99-456, eff. 9-15-2016. According to subsection c-5, “[s]chool districts must make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.” 105 ILCS 5/10-22.6(c-5), added by P.A. 99-456, eff. 9-15-2016.
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Comment [APowell14]: A new provision prohibits school personnel from advising or encouraging students to drop out voluntarily due to behavioral or academic difficulties. 105 ILCS 5/10-22.6(h), added by P.A. 99-456.
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Comment [APowell15]: The disciplinary measures have been re-ordered from least severe to most severe to be more reader-friendly. The disciplinary measures listed are a range of options that will not always be applicable in every case.
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Comment [APowell16]: Restitution is permitted, but assessing a fine is prohibited by (105 ILCS 5/10-22.6(i), added by P.A. 99-456, eff. 9-15-2016).
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Comment [APowell17]: The 5-day limit on in-school suspensions is removed to add flexibility to its use.
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Comment [APowell18]: Consult the board attorney for advice concerning confiscated devices. There is no binding Ill. court decision regarding school personnel seizing and retaining a student’s property. The Supreme Court of Arkansas held that a teacher and principal did not violate a student’s state or federal rights when they confiscated and retained a student’s cell phone for 2 weeks for violating school rules on cell phones. *Koch v. Adams*, 361 S.W.3d 817 (Ark. 2010).
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Comment [APowell19]: This sentence is optional.
OPTION 2: Restrict all suspended students from school grounds and school activities by replacing “may also be” with “shall also be.”
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has been expelled may also be restricted from being on school grounds and at school activities.

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

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

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.

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 2 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.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Comment [APowell20]: This sentence is optional.
OPTION 3: Restrict all expelled students from school grounds and school activities by replacing "may also be" with "shall also be."
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Comment [APowell21]: Contact the board attorney regarding the necessary due process procedures before imposing a disciplinary transfer to an alternative school. An Ill. appellate court stated incidentally in a decision, without establishing precedent, that placement in an alternative school is tantamount to an expulsion.
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Comment [APowell22]: The new legislation explicitly forbids zero tolerance policies. It provides, however, an exception for zero tolerance policies established by state or federal law. This includes zero tolerance laws for bringing weapons to school. See the Update Memo for more information.
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Comment [APowell23]: Required by 105 ILCS 5/10-22.6(b-25), amended by P.A. 99-456, eff. 9-15-16. See 7:190-AP8, *Student Re-Engagement Guidelines*.
Issue 91, February 2016

Comment [APowell24]: A goal for re-engagement is optional.
Issue 91, February 2016

Comment [APowell25]: Schools must permit students who were suspended to make up work for equivalent academic credit (105 ILCS 5/10-22.6(b-30), amended by P.A. 99-456, eff. 9-15-2016).
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Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. 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. "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.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and
110/3.10.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

This policy is **rewritten** in response to legislation (P.A. 99-456). The footnotes are included to explain the details of the Act, but will be removed when the board adopts the policy.

Students

This policy becomes effective and replaces the policy on *Suspension Procedures* on the first student attendance day of the 2016-2017 school year.

Suspension Procedures 1

In-School Suspension 2

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following: 3

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

Comment [AKL1]: Two new subheads are added: **In-School Suspension** and **Out-of-School Suspension**. In-school suspensions are not covered by statute and implementation of that subhead will require assistance of the board attorney to align the policy with the district's practices. Out-of-school suspensions are now governed by P.A. 99-456 (eff. 9-15-2016). **Issue 91, February 2016**

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

¹ State law requires districts to have a policy on student discipline (105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280). State or federal law controls this policy's content. For information about administering student discipline, see the U.S. Dept. of Education's and the U.S. Dept. of Justice's 2014 jointly released school discipline package, *Guiding Principles*, at: www2.ed.gov/policy/gen/guid/school-discipline/faq.pdf.

Boards may authorize *by policy* the superintendent, building principal, assistant building principal, or dean of students to suspend students guilty of gross disobedience or misconduct from school, including all school functions (105 ILCS 5/10-22.6(b)). See 7:190, *Student Discipline*, for such an authorization.

² In-school suspensions are not covered by statute. Contact the board attorney for advice concerning amending this section.

³ Suspension procedures are required by State law (105 ILCS 5/10-22.6). The right to attend school is a property right protected by the due process clause of the U.S. Constitution. *Goss v. Lopez*, 95 S.Ct. 729 (1975). Imposing a short deprivation of this property right by suspending a student for 10 or fewer days requires only minimal due process. The student must be generally informed of the reasons for the possible suspension, and be permitted to tell his/her version of the story. Making a decision to suspend before the hearing violates the basic due process requirement that the hearing be meaningful. *Sieck v. Oak Park-River Forest High School*, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

105 ILCS 5/10-22.6(b) allows a student who is suspended in excess of 20 school days to be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code. A student cannot be denied transfer because of the suspension, except in cases in which such transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

Consult the board attorney for assistance if a suspension will exceed 10 consecutive school days. Subsection 10-22.6(b) uses the phrase "is suspended in excess of 20 school days" even though a 20-consecutive day suspension should be treated as an expulsion. *Goss v. Lopez*, 95 S.Ct. 729 (1975). For further discussion, see f/n 40 in policy 7:190, *Student Behavior*.

threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:⁴
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;⁵
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:⁶
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:⁷
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student,⁸ and

Comment [AKL2]: The most significant edits required by P.A. 99-456 (eff. 9-15-2016) were made to these notice provisions. These changes also correspond with 7:200-E1, *Short Term Out-of-School Suspension (1-3 Days) Reporting Form* and 7:200-E2, *Long Term Out-of-School Suspension (4-10 Days) Reporting Form*. Please access these documents using the district's PRESS Online service, and refer to the Update Memo for more detailed information concerning the difference between short-term and long-term suspensions.
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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁴ 105 ILCS 5/10-22.6, amended by P.A. 99-456, eff. 9-15-2016.

Consult the board attorney (1) about the specific documentation required in this portion of the notice, and (2) to ensure that 7:200-E1, *Short Term Out-of-School Suspension (1-3 Days) Reporting Form* and 7:200-E2, *Long Term Out-of-School Suspension (4-10 Days) Reporting Form* reflect the exact practices that the district will use to implement this requirement.

⁵ Required by 105 ILCS 5/10-22.6(b-30).

⁶ 105 ILCS 5/10-22.6(b-15), amended by P.A. 99-456, eff. 9-15-2016 explains that "threat to school safety or a disruption to other students' learning opportunities" shall be determined by the school board or its designee on a case-by-case basis. Consult the board attorney for specific advice regarding the application of these statutory terms in this context (see f/n 8, below).

⁷ 105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456, eff. 9-15-2016. School officials are granted the sole authority to determine on a case-by-case basis: (1) whether "appropriate and available behavioral and disciplinary interventions have been exhausted," and (2) whether "the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community, or (ii) substantially disrupt, impede, or interfere with the operation of the school." Consult the board attorney to request specific training for school officials to apply these statutory terms in this context (see f/n 5 above).

- c) That the student’s continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension. ⁹
- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. ¹⁰ At the review, the student’s parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. ¹¹ After presentation of the evidence or receipt of the hearing officer’s report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board’s written suspension decision shall specifically detail items (a) and (e) in number 4, above. ¹²

LEGAL REF.: 105 ILCS 5/10-22.6.
Goss v. Lopez, 95 S.Ct. 729 (1975).
Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

Please compare this version with the district’s current version of policy 7:200. Custom language from the current version may be added; however, before adding custom language that may alter any of the items in these lists, confer with the board attorney.

⁸ While school officials have discretion to determine the length of suspensions, they must resolve threats, address disruptions, and minimize the length of student exclusions to the greatest extent practicable (105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456, eff. 9-15-2016). **Consult the board attorney about the practical implementation of documenting other appropriate and available interventions for the student.**

Last, the law also requires school districts to make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates (105 ILCS 5/10-22.6(c-5), amended by P.A. 99-456, eff. 9-15-2016).

⁹ 105 ILCS 5/10-22.6(b-25), amended by P.A. 99-456, eff. 9-15-2016.

¹⁰ A board may hear student disciplinary cases in a meeting closed to the public (5 ILCS 120/2(c)(9)).

¹¹ 105 ILCS 5/10-22.6(c).

¹² 105 ILCS 5/10-22.6(b), amended by P.A. 99-456, eff. 9-15-2016.

This policy is **rewritten** in response to legislation (P.A. 99-456). The footnotes are included to explain the details of the Act, but they will be removed when the board adopts the policy.

Students

This policy becomes effective and replaces the current policy on *Expulsion Procedures* on the first student attendance day of the 2016-2017 school year.

Expulsion Procedures ¹

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following: ²

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. ³ The request shall: ⁴
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. ⁵ If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final

Comment [APowell1]: A sample notice (7:210-E1, *Notice of Expulsion Hearing*) is available using the district's PRESS Online service. Refer to the Update Memo for more detailed information concerning these requirements.

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

¹ State or federal law requires districts to have a policy on student discipline (105 ILCS 5/10-20.14; 23 Ill. Admin. Code §1.280). State or federal law controls this policy's content. The discipline of special education students must comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules. See 7:230, *Misconduct by Students with Disabilities*.

² Expulsion procedures are required by State law (105 ILCS 5/10-22.6(a)). The right to attend school is a property right protected by the due process clause of the U.S. Constitution. *Goss v. Lopez*, 95 S.Ct. 729 (1975). Thus, an expulsion of more than 10 days requires due process including, but not limited to, notice of the charges, an opportunity to hear the evidence in support of the charges, an opportunity to refute them, and a decision by an impartial decision maker based on the evidence presented. The adequacy of an expulsion hearing is frequently challenged; the board attorney should be consulted as every due process analysis will be highly fact specific. See ¶n 9, *infra*.

³ 105 ILCS 5/10-22.6(a). Whenever the term "registered mail" is used in the School Code, it shall be deemed to authorize the use of either registered mail or certified mail, return receipt requested (105 ILCS 5/1-3.5).

⁴ *Id.* Items a and b address due process, which includes the right to receive a notice with enough detail and with enough time to prepare a defense. Item c details the requirements pertaining to expulsions throughout 105 ILCS 5/10-22.6, amended by P.A. 99-456, eff. 9-15-2016. Items d through f are optional best practice inclusions. **Consult the board attorney about the specific documentation required in this portion of the notice to ensure the district's practice matches the policy language.**

⁵ A board may hear student disciplinary cases in a meeting closed to the public (5 ILCS 120/2(c)(9)).

action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board. ⁶

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. ⁷ After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall: ⁸
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school. ⁹
 - b. Provide a rationale for the specific duration of the recommended expulsion. ¹⁰
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student. ¹¹
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school. ¹²

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

⁶ 105 ILCS 5/10-22.6(c).

⁷ A student's opportunity to offer evidence, present witnesses, cross-examine witnesses, and otherwise present reasons why the student should not be expelled generally outweighs a district's interest in not providing the student these opportunities. See, Camlin v. Beecher Comm. Sch. Dist., 791 N.E.2d 127 (Ill.App. 3d Dist. 2003) and Colquitt v. Rich Tsp H. S. Dist., 699 N.E.2d 1109 (Ill.App. 1st Dist. 1998). Determining whether denying these opportunities would violate a student's right to due process requires a careful analysis of the facts and federal case law. See Brown v. Plainfield Dist., 500 F. Supp.2d 996 (N.D. Ill. 2007) and Coronado v. Valleyview Sch. Dist., 2008 WL 3316022 (7th Cir. 2008).

⁸ Consult the board attorney to request specific training for school officials to apply these statutory terms in the context of expulsions. See 7:210-E1, *Notice of Expulsion Hearing*. The law gives school officials discretion while also requiring them to resolve threats, address disruptions, and minimize the length of student exclusions to the greatest extent practicable (105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456, eff. 9-15-2016). Yet, the law also requires school districts to make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resources offices, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates (105 ILCS 5/10-22.6(c-5), amended by P.A. 99-456, eff. 9-15-2016).

⁹ 105 ILCS 5/10-22.6(a).

¹⁰ *Id.*

¹¹ 105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456, eff. 9-15-2016 requires and grants school officials the sole authority to determine on a case-by-case basis: (1) whether "appropriate and available behavioral and disciplinary interventions have been exhausted," and (2) whether "the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school."

¹² *Id.*

5. Upon expulsion, the District may refer the student to appropriate and available support services.¹³

LEGAL REF.: 105 ILCS 5/10-22.6(a).
Goss v. Lopez, 95 S.Ct. 729 (1975).

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)

Please compare this version with the district's current version of policy 7:210. Custom language from the current version may be added; however, before adding custom language that may alter any of the items in these lists, confer with the board attorney.

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

¹³ 105 ILCS 5/10/22.6(b-25). **Consult the board attorney about transfers to an alternative program pursuant to Article 13A of the School Code.** See Leak v. Board of Education of Rich Township High School District 227, 2015 IL App (1st) 143202, requiring *obiter dictum* that before school officials transfer students to alternative schools for extended periods of time, they must provide students with a meaningful opportunity to be heard.

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DRAFT UPDATE

Students

Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board 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 removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, Student Behavior. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 8 participating in these programs.

Comment [AKL1]: The policy now specifically requires participants in extracurricular activities to abide by the conduct code for the activity and Board policy 7:190, Student Behavior. This articulates a requirement that was previously implied to add clarity.
Issue 91, February 2016

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).
Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).
Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).
Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).
105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student DisciplineBehavior), 7:300 (Extracurricular Athletics)

ADOPTED: December 10, 2014

DRAFT UPDATE

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

DRAFT UPDATE

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require all student athletes to view the Illinois High School Association's video about concussions.
4. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
5. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: ~~105 ILCS 5/10-20.154~~
105 ILCS 5/22-80 added by P.A. 99-245; if approved by the House and signed by the Governor, SB219 will extend the effective date to the 2016-2017 school year.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED: January 14, 2016

Comment [AKL1]: Trailer legislation (P.A. 99-486) amended the Youth Sports Concussion Safety Act. 105 ILCS 5/22-80, added by P.A. 99-245. The trailer legislation (P.A. 99-486) delays the compliance deadline until the beginning of the 2016-2017 school year. The reference to the trailer bill's status from the Legal References is removed.

105 ILCS 5/10-20.54 was repealed by P.A. 99-245. It required each school board to adopt a policy regarding student athlete concussions and head injuries. School districts should be guided by it until they fully comply with the Youth Sports Concussion Safety Act.

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