

Regular Agenda

Date: Thursday, February 9, 2023

Meeting: Regular Meeting with Closed Session

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive

Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mr. Sean Cratty; Mr. Jonathan Dailey.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Quagliano)

Call to order the Regular Meeting at __ p.m on February 9, 2023. A quorum must be met.

Roll Call: Ayes / Absent / Motion _____

Members: Mr. Quagliano, Mr. Geheren, Mr. Gentry, Mr. Cratty, Mr. Troy, Mrs. Maiorino, Mr. Dailey

2. **Closed Session / Roll Call (A)** (Mr. Quagliano)

Move to enter into closed session at __ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(9)** Student Disciplinary; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Geheren, Mr. Cratty, Mr. Gentry, Mr. Quagliano, Mr. Troy, Mrs. Maiorino, Mr. Dailey

Roll Call: Ayes / Nays / Absent / Motion _____

1. **Exit or Suspend Closed Session / Voice Call (A)**

Move to exit or suspend closed session at __ p.m. and return to open session.

Voice Call: Ayes / Nays / Motion _____

3. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano) *approx. 7:00 p.m.*

Resume the Regular meeting at __ p.m.

Members: Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr. Cratty, Mr. Dailey

Roll Call: Ayes / Absent / Motion _____

1. **Action as Required / Roll Call** (Mr. Quagliano)

Will come from the Board.

Roll Call: Ayes / Nays / Absent / Motion _____

Action: Recommendation will come from the Board.

Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr. Troy, Mr. Dailey, Mrs. Maiorino

4. **Pledge of Allegiance** (Mr. Quagliano)

The following students from Heineman Middle School will lead us in the pledge.

Alexia Kennedy, Elsie Smith and Genevieve (Evie) Mason.

5. **Public Comment** (Mr. Quagliano)

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

6. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Quagliano)

Move to adopt the agenda as presented (or with changes).

Action: Adoption of the Agenda.

Voice Call: Ayes / Nays / Motion _____

7. **Superintendent Update (R)** (Dr. Rowe)

Updates will be provided at this time.

Recommendation: For informational purposes only.

1. **Strategic Plan Mid-year Report (R)** (Dr. Rowe)

Dr. Rowe will give the mid-year report on the District's Strategic Plan Indicators for the 2023-2024 school year.

Recommendation: For informational purposes only.

8. **Assistant Superintendent for Secondary Learning and Innovation (R)** (Dr. Zwemeke)
 Updates will be provided at this time.
Recommendation: For informational purposes only.
9. **Assistant Superintendent for Elementary Learning and Innovation (R)** (Dr. MacCrimble)
 Updates will be provided at this time.
Recommendation: For informational purposes only.
10. **Assistant Superintendent of Special Services (R)** (Dr. del Castillo)
 Updates will be provided at this time.
Recommendation: For informational purposes only.
1. **Dual Language Programming 2023(R)** (Dr. del Castillo) 7
 Mrs. Poncio- Jordan will provide an update on the Huntley 158 Dual Language Program for the next school year.
Recommendation: For informational purposes only.
11. **President's Report** (Mr. Quagliano)
 Updates will be provided at this time.
Recommendation: For informational purposes only.
12. **Community Relations & Student Outreach** (Mrs. Maiorino-Chair, Mr. Geheren) 8
 1. **Freedom of Information Act (FOIA) Requests (R)**
 A monthly report on the FOIA requests is provided in the packet.
Recommendation: For informational purposes only.
13. **Legislation Committee** (Mr. Cratty- Chair, Mrs. Maiorino)
Recommendation: For informational purposes only.
1. **Legislative Updates (R)** (Mr. Cratty)
 Mr. Cratty will provide legislative updates.
14. **Consent Agenda (A)** (Mr. Quagliano)
 1. **Board of Education** (Mr. Quagliano)
 1. _____ 9
 2. **Minutes (A)**
 The following minutes are presented for approval.
Recommendation: Seeking approval of the Board as presented.
2. **Human Resources Committee** (Mr. Gentry-chair, Mr. Quagliano) 12
 1. **HR Personnel (A)** (Mr. Zehr)
 Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.
Recommendation: Seeking approval as presented.
3. **Finance Committee** (Mr. Quagliano-chair, Mr. Cratty, Mr. Gentry) 15
 1. **Revenue Contracts (A)** (Mr. Altmayer)
 Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.
Recommendation: Seeking approval of the revenue contracts as presented.
2. **Payables (A)** (Mr. Altmayer) 20
 The Finance Committee is submitting the purchase orders at \$3,708,073.63; imprest checks at \$119,132.98; accounts payable at \$1,091.57; and disbursements issued at \$4,224,635.12; for review and seeking approval to move forward.
Recommendation: Seeking approval of the Board at their next Regular meeting.
4. **Curriculum Committee** (Mr. Geheren-chair, Mr. Gentry, Mr. Troy) 21
 1. **Middle School Programming: AVID and AVID Excel (A)** (Dr. Zwemke)
 The Administration recommends that the Board of Education approve the three-year AVID contract at the February 9, 2023 Board of Education meeting.
Recommendation: Seeking approval as presented.
15. **Action Items / Roll/ Voice Call** (Mr. Quagliano)
 Action items require a motion and a second; discussion if needed; and roll call.
1. **Supplemental Purchase Orders (A)** (Mr. Altmayer) 29

Administration recommends approval of the Supplemental Purchase Orders Report at \$2,685,223.78 and Supplemental Accounts Payable at \$21,500.02 as presented.

Roll Call: Ayes / Nays / Motion __

Mr. Quagliano, Mr. Gentry, Mrs. Maiorino, Mr. Troy, Mr. Geheren, Mr. Dailey, Mr. Cratty

Recommendation: Seeking approval by the Board as presented.

2. **Policy Committee (A)** (Mr. Dailey-chair, Mr. Geheren, Mr. Troy)

1. **Policy Updates (A)** (Mr. Dailey)

PRESS Policy Revision - First Reading

Roll Call: Ayes / Nays / Motion __

Mr. Quagliano, Mr. Gentry, Mrs. Maiorino, Mr. Troy, Mr. Geheren, Mr. Dailey, Mr. Cratty

Recommendation: Seeking approval by the Board as presented.

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16. **Adjournment (A)** (Mr. Quagliano)

Motion to adjourn the meeting at __ p.m.

Voice Call: Ayes / Nays / Motion _____

SHORT TERM GOALS 2022-23

ALL STUDENTS ACHIEVE PERSONAL GROWTH & DEVELOPMENT

KEY PERFORMANCE INDICATORS

- Based on the local growth model in ECRISS, the 2022-23 District Overall Summary, at least 84% of students will make expected or high growth in Reading.
- Based on the local growth model in ECRISS, the 2022-23 District Overall Summary, at least 84% of students will make or expected or high growth in math.
- Huntley 158 will increase the percentage of students scoring at the proficient level in ELA, on state accountability assessments.
- Huntley 158 will increase the percentage of students scoring at the proficient level in Math on state accountability assessments.
- The 2022-23 action steps in the [District Social Emotional Learning Plan](#) will be implemented.
- The 2022-23 action steps in the [Elementary Literacy Action Plan](#) will be implemented.

PROGRESS REPORT

ON TRACK FOR COMPLETION

ON TRACK FOR COMPLETION

ON TRACK FOR COMPLETION

ON TRACK FOR COMPLETION

IN PROGRESS

IN PROGRESS

ALL STUDENTS ARE PREPARED TO MEET THEIR LIFELONG GOALS

KEY PERFORMANCE INDICATORS

- Huntley 158 will increase the percentage of students with IEP's making their expected or high growth in Reading based on the ECRISS model.
- Huntley 158 will increase the percentage of students with IEP's making their expected or high growth in Math based on the ECRISS model.
- The 2022-23 Phase of the [District Personalization of Learning Plan](#) will be implemented.
- The 2022-23 Phase of the [College and Career Readiness Framework](#) will be implemented.

ON TRACK FOR COMPLETION

ON TRACK FOR COMPLETION

IN PROGRESS

IN PROGRESS

SHORT TERM GOALS 2022-23

ALL STUDENTS LEARN IN ENVIRONMENTS THAT ARE SAFE, SECURE & SUPPORTIVE

KEY PERFORMANCE INDICATORS

- The 2022-23 action steps of the District [Equity Plan](#) will be implemented.
- ✓ The District will conduct a job satisfaction survey to measure levels of staff engagement, social emotional support and climate. The survey will result in an action plan for improvement.
- The District will enhance experiential learning opportunities in the LIGHT program by expanding community-based business experiences and partnering with MCC to increase learning opportunities.
- ✓ The District will conduct an assessment of the secondary learning environment through a biased based bullying survey with students to identify areas of concern and develop and action plan for improvement.
- ✓ Launch the District's customized two-way Student Helpline to improve student safety in and out of school.
- ✓ Execute Year 2 of the [Orange Frog](#) implementation on Opening Day and throughout the year.
- The District will update Huntley 158's safety plan and construct an action plan in cooperation with local law enforcement agencies.

PROGRESS REPORT

IN PROGRESS

COMPLETED/ONGOING

IN PROGRESS

COMPLETED/ONGOING

COMPLETED/ONGOING

COMPLETED/ONGOING

IN PROGRESS

THE DISTRICT REMAINS SUSTAINABLE TO MEET THE NEEDS OF STUDENTS & COMMUNITY

KEY PERFORMANCE INDICATORS

- The District will meet or exceed State fiscal health guidelines.
- ✓ The District will create Affinity Groups to support an environment and culture that is welcoming and supportive of all employees, with a focus on individuals who are members of historically underrepresented populations.
- The District will continue to identify and implement operational efficiencies throughout the fiscal year.
- Parent and family education opportunities regarding student learning and support (i.e. Parent University) will be offered.

ON TRACK FOR COMPLETION

COMPLETED/ONGOING

ON TRACK FOR COMPLETION

IN PROGRESS



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: February 9, 2023

To: Board of Education

From: Dr. Scott Rowe, Superintendent

Subject: 2022/2023 Strategic Plan Mid-Year Report

Executive Summary

The Huntley Community School District 158 Administration sets measures for school board approval in our annual pursuit to move toward attainment of the strategic planning goals. Each year the measures guide the work in the District as incremental steps toward continual improvement. District and building level teams are deeply engaged working toward achieving these measures. The district is making strong progress toward achieving our goals and the mid-year academic growth is exciting us as we work to achieve our goals. We remain confident that they will be largely completed by August 2023. A breakdown of each measure and the expected outcome are linked below.

Recommendation

This is information only.



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: February 9, 2023
To: Board of Education
From: Rocio del Castillo, Ed.D. Assistant Superintendent of Special Services
Cc: Scott Rowe, Ed.D, Superintendent

Subject: Dual Language Program Update

Executive Summary

The Dual Language program began during the 2019-2020 school year and focuses on the goals students to become bilingual, biliterate, reach grade level academic achievement and have cross cultural competence. The three pillars of Dual Language also support students towards attaining the Seal of Biliteracy.

As the program expanded, a Dual Language Steering committee was formed for the 2021-2022 school year with the goals of collecting information from the committee regarding the impact of the program and to gather feedback on ideas for the future roll up of dual language. The recommendation of the committee was to extend Dual Language into Middle School in order to continue to support students towards the program goals and to also provide students with additional opportunities past 5th grade.

Currently, we have expanded the Dual Language program through 5th grade at Martin Elementary School, therefore this presentation will include a plan for Dual Language to extend to the Middle School. The Middle School Dual Language programming will consist of a Spanish Language Arts course and one core class taught in Spanish, while being given the opportunity to participate in other core classes alongside their middle school peers in English.

Additionally, a plan will also be presented for the initial roll out of a Dual Language Academy. that will highlight the transition of the Dual Program to one campus, Reed Road, at the start of the 2023-2024 School Year.

Recommendation

For informational purposes

Huntley Community School District 158
Board of Education Regular Meeting - February 9, 2023
Freedom of Information Act Requests

| Request # | Date Rec'd | Type | Requested by: | Request: | Status: | Date Completed: | Time Spent Preparing | Approx. Cost to D158 | Notes |
|-----------|------------|-------|------------------|---|-----------|-----------------|----------------------|----------------------|--|
| 2023-52 | 1/4/23 | Email | Anonymous - CR | "Any and all emails sent to Huntley High School from November 21 st through December 21 st ,2022. The emails would be written to any of the following Huntley High School staff. Principal, associate principals, Deans, Social workers, psychologists, counselors and all teachers. Any email that reports, discusses or complaints of any form of "bullying". Including but not limited to physical bullying, sexual harassment, sexual assault, sexual inappropriateness, mental bullying, emotional bullying, rumor bullying, cyber bullying. Include any and all forms of the word bully, bullying, bullied, bullies. Please redact any and all student or family identification." | Completed | 1/26/23 | 8 | \$280 | Note: This request has been amended from a previously voluminous request. |
| 2023-53 | 1/4/23 | Email | Anonymous - CR | "Any and all emails sent to Marlowe Middle School from November 21 st through December 21 st ,2022. The emails would be written to any of the following Marlowe Middle School staff. Principal, associate principals, Deans, Social workers, psychologists, counselors and all teachers. Any email that reports, discusses or complaints of any form of "bullying". Including but not limited to physical bullying, sexual harassment, sexual assault, sexual inappropriateness, mental bullying, emotional bullying, rumor bullying, cyber bullying. Include any and all forms of the word bully, bullying, bullied, bullies. Please redact any and all student or family identification." | Completed | 1/26/23 | 8 | \$280 | Note: This request has been amended from a previously voluminous request. |
| 2023-54 | 1/4/23 | Email | Anonymous - CR | "Any and all emails sent to Heineman Middle School from November 21 st through December 21 st ,2022. The emails would be written to any of the following Heineman Middle School staff. Principal, associate principals, Deans, Social workers, psychologists, counselors and all teachers. Any email that reports, discusses or complaints of any form of "bullying". Including but not limited to physical bullying, sexual harassment, sexual assault, sexual inappropriateness, mental bullying, emotional bullying, rumor bullying, cyber bullying. Include any and all forms of the word bully, bullying, bullied, bullies. Please redact any and all student or family identification." | Completed | 1/26/23 | 8 | \$280 | Note: This request has been amended from a previously voluminous request. |
| 2023-55 | 1/4/23 | Email | Anonymous - CR | "Any and all email sent to the following District 158 elementary schools from November 21 st through December 21 st ,2022. Leggee, Martin, Conley, Mackaben [sic] and Chesak. The emails would be written to any of the following Elementary School staff. Principal, associate principals, Deans, Social workers, psychologists, counselors and all teachers. Any email that reports, discusses or complaints of any form of "bullying". Including but not limited to physical bullying, sexual harassment, sexual assault, sexual inappropriateness, mental bullying, emotional bullying, rumor bullying, cyber bullying. Include any and all forms of the word bully, bullying, bullied, bullies. Please redact any and all student or family identification." | Completed | 01/19/23 | 4.5 | \$158 | |
| 2023-56 | 1/17/23 | Email | Harry Engelstadt | "Is there a long term plan (5-10 years or more) that the district has regarding the school facilities. With all the growth in Huntley and the area, is there a plan for adding or re-allocating school facilities? I've looked through the district's website and don't see anything addressing this. Thank you." | Completed | 01/23/23 | 0.5 | \$17 | Requester was informed that no responsive records were located during the course of our search; requester was referred to the operations & maintenance department's annual report made available on the Board of Education meeting agenda. |
| 2023-57 | 1/18/23 | Mail | James Young | "A copy of the district contract [sic] with Northwestern Medicine Fitness for use of the pool for the high school swimming teams." | Completed | 01/20/23 | 1 | \$35 | |
| 2023-58 | 1/26/23 | Email | Nathan Mihelich | "Please provide the name and email address of any certified staff (teachers, administrators, nurses, counselors, etc.) who are retiring this year." | Completed | 02/02/23 | 0.5 | \$17 | |

Approximate Cost to D158 is calculated using staff time x hourly rate, plus printing cost (.05 per page)

Regular Agenda

Date: Thursday, January 19, 2023

Meeting: Regular Meeting with Closed Session

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive

Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mr. Sean Cratty; Mr. Jonathan Dailey.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Quagliano)

Call to order the Regular Meeting at 6:03p.m. A quorum must be met.

Roll Call: Ayes 5 /Absent: 1-Mr. Geheren/Late: Mrs. Maiorino(6:05) / Motion Carried

Members: Mr. Quagliano, Mr. Geheren, Mr. Gentry, Mr. Cratty, Mr. Troy, Mrs. Maiorino, Mr. Dailey

2. **Closed Session / Roll Call (A)** (Mr. Quagliano)

Move to enter into closed session at 6:05 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Mr. Quagliano moved, Mr. Cratty 2nd

Members: Mr. Geheren, Mr. Cratty, Mr. Gentry, Mr. Quagliano, Mr. Troy, Mrs. Maiorino, Mr. Dailey

Roll Call: Ayes 6 / Nays 0/ Absent 1 Mr. Geheren/ Motion Carried

1. **Exit or Suspend Closed Session / Voice Call (A)**

Suspend closed session at 7:04p.m. and return to open session.

Voice Call: Ayes 6 / Nays 0/ Motion Carried

3. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano) *approx. 7:00 p.m.*

Resume the Regular meeting at 7:04 p.m.

Members: Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr. Cratty, Mr. Dailey

Roll Call: Ayes 6 / Absent 0/ Motion Carried

1. **Action as Required / Roll Call** (Mr. Quagliano)

No action came from closed session.

4. **Pledge of Allegiance** (Mr. Quagliano)

Emily Gallano and Julia Duchon from Marlowe Middle school lead us in the Pledge. Emily Gallano recently won the Marlowe Spelling Bee.

5. **Public Comment**

Kari Cross, Ahadita Kudrna, Kathleen Trautmann

6. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Quagliano)

Agenda was approved with no changes.

Action: Adoption of the Agenda.

Voice Call: Ayes 6/ Nays 1/ Motion Carried

7. **Superintendent's Report (R)** (Dr. Rowe)

Updates were provided about Chronic Absenteeism and the Light Program.

See attached PDF of presentation.

1. **Light Program Update (R)** (Dr. Rowe)

Dr. Rowe provided an update on the Light program and engage the board in a discussion about the Light program's future home.

Recommendation: For informational purposes only.

8. **Associate Superintendent's Report (R)** (Ms. Lombard)

Updates were provided at this time.

Recommendation: For informational purposes only.

9. **Assistant Superintendent Elementary Learning and Innovation (R)** (Dr. MacCrindle)

Updates were provided at this time.

Recommendation: For informational purposes only.

10. **Assistant Superintendent Secondary Learning and Innovation (R)** (Dr. Zwemke)

Updates were provided at this time.

Recommendation: For informational purposes only.

11. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)

Updates were provided at this time.

Recommendation: For informational purposes only.

1. **Monthly Fiscal Updates (R)** (Mr. Altmayer)

Mr. Altmayer provided the monthly fiscal updates and the Activity Fund Balance Report.

2. 6.3. **Revenue & Expenditures Report (R)** (Mr. Altmayer)

Monthly report for review and comment.

12. **Community Relations & Student Outreach** (Mrs. Maiorino-Chair, Mr. Geheren, Mr. Dailey)

1. **Freedom of Information Act (FOIA) Requests (R)**

A monthly report on the FOIA requests is provided in the packet.

Recommendation: For informational purposes only.

13. **Policy Committee (R)** (Mr. Dailey-chair, Mr. Geheren, Mr. Troy)

1. **Policy Updates (R)** (Dr. Rowe)

Dr. Rowe presented the Recommended Changes for Board Policy Updates - October 2022, Issue 110.

Recommendation: Administration requests the Policy Committee recommend the above policies be moved forward for a first reading by the Board at the next BOE meeting.

14. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Cratty, Mr. Quagliano)

1. **O & M Updates (R)** (Mr. Renkosik)

Mr. Renkosik reported on O&M project updates.

Recommendation: For informational purposes only.

15. **President's Report** (Mr. Quagliano)

16. **Legislation Committee** (Mr. Cratty- Chair, Mrs. Maiorino)

Recommendation: For informational purposes only.

1. **Legislative Updates (R)** (Mr. Cratty)

Mr. Cratty provided legislative updates.

17. **Action Items / Roll/ Voice Call** (Mr. Quagliano)

Action items require a motion and a second; discussion if needed; and roll or voice call.

1. **Board of Education** (Mr. Quagliano)

1. **Minutes (A)**

The following minutes were presented for approval.

Recommendation: Seeking approval of the Board as presented.

Roll Call: Ayes 6/ Nays 1 / Motion Carried

Mr. Quagliano moved, Mr. Cratty 2nd

2. **Human Resources Committee** (Mr. Gentry-chair, Mr. Quagliano)

1. **HR Personnel (A)** (Mr. Zehr)

Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Mr. Gentry moved, Mr. Quagliano 2nd

3. **Finance Committee** (Mr. Quagliano-chair, Mr. Cratty, Mr. Gentry)

1. **Payables (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the Purchase Orders issued at \$8,999,254.62; Accounts Payable issued at \$13,324.28; Imprest issued at \$395,525.38 and Disbursements issued at \$20,720,294.44, as presented.

Mr. Quagliano moved, Mr. Dailey 2nd

Roll Call: Ayes 6 / Nays 0/ Motion Carried

2. **Establish the Fiscal Year - Resolution 2023-01-01 (A)** (Mr. Altmayer)

Administration is sought approval of the Board to establish a fiscal year for Huntley Community SD158 as per 105ILCS 5/17-1, for the period of July 1, 2023 through June 30, 2024.

Recommendation: Seeking approval of the Board as presented.

Mr. Quagliano moved, Mrs. Maiorino 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

3. **Designation of Person to Prepare a Tentative Budget Resolution 2023-01-02 (A)** (Mr. Altmayer)

A resolution sought appointment of Mr. Altmayer as the person to prepare a Tentative Budget of the Board will be presented.

Recommendation: Seeking approval of the Board as presented.

Mr. Quagliano moved, Mr. Gentry 2nd

Roll Call: Ayes 6 / Nays 0/ Motion Carried

4. **2016 Debt Refunding Abatement Resolution 2023-01-03 (A)** (Mr. Altmayer)

Sought approval of the Board, to abate \$474,996 by the Resolution providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of the District, abating a portion of the taxes heretofore levied for the year 2022 for said bonds.

Mr. Quagliano moved, Mr Troy 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Recommendation: Seeking approval of the Board as presented.

5. **Resolution to Escrow Funds for Future Abatement - 2023-01-04 (A)** (Mr. Altmayer)

Sought approval of the Board to restrict and escrow \$12,330,000 as defined in the attached Resolution as well as approve the future Certificate of Reduction of Taxes as noted in section 3 of the attached resolution.

Mr. Quagliano moved, Mr. Dailey 2nd

Roll Call: Ayes 6/Nays 0/ Motion Carried

Recommendation: Seeking approval of the Board as presented.

6. **General Fund Abatement Resolution 2023-01-05 (A)** (Mr. Altmayer)

Sought approval of the Board, to abate \$750,000 by the Resolution providing for the payment of debt service on the Series 2004 Capital Appreciation School Building Bonds of the District, abating a portion of the taxes heretofore levied for the year 2022 for said bonds.

Mr. Quagliano moved, Mr. Gentry 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Recommendation: Seeking approval of the Board as presented.

4. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)

1. **Bus Lot Expansion Bid 2022-19A (A)** (Mr. Renkosik)

Mr. Renkosik presented Bid 2022-19A to the Board.

Mr. Troy moved, Mr. Quagliano 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Recommendation: Seeking approval as presented.

2. **Johnson Controls Planned Service Proposal (A)**(Mr. Renkosik)

Mr. Renkosik presented the Johnson Control service proposal to the Board.

Mr. Troy moved, Mr. Quagliano 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Recommendation: Seeking approval as presented.

3. **Pavement Improvements Bid 2023-19 (A)** (Mr. Renkosik)

Mr. Renkosik presented the Pavement Improvement Bid 2023-19 to the Board.

Recommendation: Seeking approval as presented.

Mr. Troy moved, Mr. Quagliano 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Resume Closed Session @ 9:58pm

18. **Adjournment (A)** (Mr. Quagliano)

Motion to adjourn the meeting at 10:37 p.m.

Mr. Quagliano moved, Mr. Cratty 2nd

Voice Call: Ayes 6/ Nays 0/ Motion Carried

**Huntley Community School District 158 – Board of Education
Personnel Report
February 9, 2023**

2022-2023 Staff Retirements

Shari Kent

- Teacher/Mackeben
- 21 Years of Service

Shelly Montello

- Teacher/Mackeben
- 22 Years of Service

Jeff Beam

- Teacher/High School
- 14 Years of Service

Deborah Kent

- Administrative Assistant/District Office
- 7 Years of Service

Administration

| Resignations | Location | Name | Salary/Reason | Effective Date |
|--|-----------------|-----------------|-----------------------|-----------------------|
| Special Services Coordinator/ LIGHT | Marlowe | Cynthia James | \$82,800.00/Voluntary | June 30, 2023 |
| Assistant Principal | Chesak | Carmen Siragusa | \$77,625.00/Voluntary | June 14, 2023 |

Certified

| Replacements | Location | Name | Salary | Effective Date |
|--------------------------------------|-----------------|-------------------|---|-----------------------|
| Instructional Coach/ Multilingual | All Buildings | Jacalyn Rubio (N) | M45/L \$28,861.76 (prorated to 76 days) | February 1, 2023 |

| Resignations | Location | Name | Salary/Reason | Effective Date |
|---------------------------|-----------------|-----------------|-------------------------|-----------------------|
| Teacher/First Grade | Mackeben | Shari Kent | \$114,926.88/Retirement | May 25, 2023 |
| Teacher/Special Education | Mackeben | Shelly Montello | \$99,684.72/Retirement | May 25, 2023 |
| Teacher/Special Education | High School | Jeff Beam | \$63,853.00/Retirement | May 25, 2023 |
| Teacher/Special Education | ECC | Erika Dixon | \$32,131.20/Voluntary | May 25, 2023 |
| Teacher/Science | Marlowe | Adam Childers | \$44,451.60/Voluntary | May 25, 2023 |
| Teacher/Language Arts | Heineman | Shannon Edgar | \$TBD/Voluntary | March 3, 2023 |

**Huntley Community School District 158 – Board of Education
Personnel Report
February 9, 2023**

HEA Retirement Incentive

| Resignations | Location | Name | Effective Date: Last Day of School |
|---------------------|-----------------|-----------------|---|
| Teacher/Art | Marlowe | Bruce Buchweitz | 2026-2027 School Year |
| Teacher/English | High School | Lisa Downing | 2026-2027 School Year |
| Teacher/Foods | High School | Lorelle Pyan | 2023-2024 School Year |

Educational Support

| Replacements | Location | Name | Salary | Effective Date |
|----------------------------|-----------------|----------------------|------------------|-----------------------|
| Paraprofessional | High School | Stella Duchon (T) | \$16.00 per hour | February 6, 2023 |
| Paraprofessional/Bilingual | Martin | Ana Morado (N) | \$16.00 per hour | TBD |
| Para Job Coach/LIGHT | Marlowe | Aimee Dabe (N) | \$16.00 per hour | January 24, 2023 |
| Elementary Supervisor | Leggee | Megan Shaw (N) | \$15.00 per hour | February 6, 2023 |
| Elementary Supervisor | Chesak | Gladys Benavides (N) | \$15.00 per hour | February 8, 2023 |
| Bus Driver | Transportation | Maritza Castillo (N) | \$20.00 per hour | January 23, 2023 |
| Bus Driver | Transportation | Sondra Michalski (N) | \$23.54 per hour | January 31, 2023 |
| Bus Driver | Transportation | Rajiv Desai (N) | \$20.00 per hour | TBD |

| Resignations | Location | Name | Salary/Reason | Effective Date |
|---|-----------------|------------------|-----------------------------|-----------------------|
| Administrative Assistant/ Technology | District Office | Deborah Kent | \$19.70 per hour/Retirement | March 24, 2023 |
| Elementary Supervisor | Chesak | Alfredo Vazquez | \$15.00 per hour/Voluntary | January 13, 2023 |
| Campus Supervisor | High School | Salije Abazi | \$16.00 per hour/Voluntary | January 26, 2023 |
| Bus Driver | Transportation | Jennifer Anthony | \$28.10 per hour/Voluntary | February 3, 2023 |

Extra-Curricular

| Sport/Activity | Home School | Name | Amount | Effective |
|-----------------------|--------------------|-----------------|---------------|---------------------|
| Lacrosse Girls (Asst) | High School | DeAnna SeLander | \$4,109.00 | 2022-23 School Year |
| Soccer Girls (Asst) | High School | Noah Kappel | \$4,109.00 | 2022-23 School Year |

**Huntley Community School District 158 – Board of Education
Personnel Report
February 9, 2023**

| | | | | |
|---------------------------|-----------------|--------------------|------------|---------------------|
| Softball (Asst) | High School | Patrick Odarczenko | \$5,446.00 | 2022-23 School Year |
| Leggee Band | Leggee | Christian Bierma | \$1,143.00 | 2022-23 School Year |
| Leggee Orchestra | Leggee | Cara Fulcher | \$1,088.00 | 2022-23 School Year |
| Heineman Wrestling (Asst) | Out of District | Nathan Schendl | \$1,906.00 | 2022-23 School Year |

Mandated Leaves

| Type | Location | Number of Staff |
|-------------------|-------------|-----------------|
| FMLA | High School | 1 |
| FMLA/Intermittent | Martin | 1 |
| FMLA/Intermittent | Heineman | 1 |

Non-Mandated Leaves

| Type | Location | Number of Staff |
|---------|----------|-----------------|
| Medical | Martin | 1 |
| Medical | Marlowe | 1 |



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration
From: Mark Altmayer, Chief Financial Officer
Date: February 9, 2023
Subject: **Revenue Contract Approval**
Board of Education Meeting – February 9, 2023
Finance Committee

Presented are Fundraising Contract and Agreement form for the organization listed below.

| <u>Organization Benefited</u> | <u>Vendor</u> | <u>Net Revenue</u> |
|-------------------------------|------------------------|--------------------|
| HHS Baseball Program | Adrenaline Fundraising | \$4,000 |
| HHS Softball | Adrenaline Fundraising | \$3,500 |

RECOMMENDATION

The Finance Committee recommends the Board of Education approve the contracts and agreements form at the February 9, 2023 Regular Board Meeting.

Fund Raising Authorization Form
Fiscal Services

All fund raising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your building principal a minimum of **45 days prior** to the desired starting date of the event. The Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 1-6-23 School: Huntley High School

Name of School Organization: HHS Softball

Sponsor / Coach's Name: Mark Petryniec Phone: 847-659-4922

Starting Date of Event: 3-7-23 Ending Date of Event: 2-18-23

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 3,500.00

Type of Sale / Event: Digital Raffle

Will a Vendor Be Used: Yes* No * *Attach all contracts and agreements to this form.*

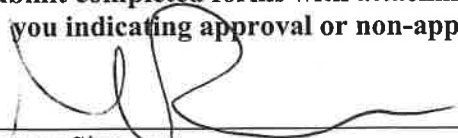
Name of Vendor (if applicable): Adrenaline Fundraising

Type of Product or Service Provided by Vendor: raffle

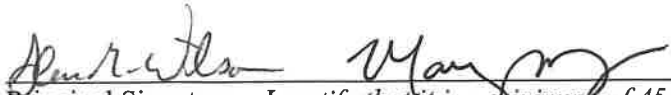
How will compensation be used/distributed? supplies for 2024 season

Name of Activity Account: HHS Softball Activity Account #: 524


Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).


Sponsor Signature

1-6-23
Date


Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event*

1/10/23
Date


Chief Financial Officer Signature

1-18-23
Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the school board.

Superintendent's Copy Fiscal Services Copy 16 Date of Board Approval: _____

FUNDRAISER AGREEMENT

____ ("Provider") and Organization Identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing a Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

1. **Program Terms.** Provider and Organization agree to the Indicated Fundraising Period, product, quantity and price.

2. **Provider Obligations.**

- Provider agrees to use its best efforts to assist Organization with its fundraising efforts.
- Provider agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with the program materials appropriate to facilitate Organization's fundraising efforts.
- Provider agrees to supply necessary merchant discounts for the Discount Product.
- Provider agrees to pay for printing and production costs associated with the sale of discount and non-discount products.

3. **Organization Obligations.** INITIALS

- Organization agrees to use its best efforts to sell fundraising products at the specified Price. Organization confirms that it is not under a contractual obligation to participate in a competing non-provider fundraising program. Organization agrees to permit Provider to operate the Program within a mutually agreeable time frame and to allow Provider reasonable access to Organization's facilities in order to conduct the Program.
- Organization acknowledges that Provider may engage in fundraising activities with other organizations at the same time and with the same merchants, products and programs and that such activity does not constitute a breach of Provider's obligations under this Agreement.
- For the Discount Product or Frozen Product Organization purchases from Provider, Organization agrees to pay Provider all amounts collected from the sale of Discount or Frozen Product minus the Organization's Profit Percentage. Organization shall pay Provider for the Discount or Frozen Product at the conclusion of the Program. Organization shall be solely responsible to collect and remit to the appropriate taxing authorities any sales taxes, if required by state law. Organization retains any sales tax amounts collected from the sale of the Discount or Frozen Product. Organization agrees to return to Provider all unsold or unused Discount or Frozen Product at the conclusion of the Program.
- Organization acknowledges that Provider devotes significant time, effort and expense in forming and maintaining relationships with merchants used on its Discount Product, and may continue those relationships with other Provider Fundraising Programs after termination of this Agreement. Accordingly, Organization agrees to protect Provider's merchant relationship for a period of TWELVE MONTHS following termination of this Agreement. Organizations shall not produce or participate with any Discount Product using any of the merchants from Provider's Discount Product prepared for or sold by Organization. Organization agrees to pay Provider \$1,500 as compensation should it choose to use any of the same merchants utilized in the most recent Provider Discount Product on a non-Provider Discount Product during the TWELVE MONTHS following Agreement termination.
- Organization acknowledges that frozen products are sold in cases of 8 boxes per flavor, must be purchased in full cases with a minimum order of 20 cases required.

| FUNDRAISING PERIOD | | | |
|--------------------|-------|------------|----------------|
| START DATE | MONTH | DAY | YEAR |
| | 3 | 7 | 23 |
| END DATE | MONTH | DAY | YEAR |
| | 3 | 18 | 23 |
| DISCOUNT PRODUCT | | QTY | PRICE |
| Digital Raffle | | | \$25 |
| OTHER PRODUCT | | BOXES SOLD | PROFIT PER BOX |
| | | 160-400 | |
| | | 400+ | |

e / pm

4. **Duration, Term and Termination.** INITIALS

- **Duration.** Provider and Organization agree that Provider shall be the exclusive provider for this fundraiser for Organization for the following Term (Years):
- **Termination.** In the event that Organization does not run the Program agreed to herein, Organization shall reimburse Provider for each unfulfilled year of the Agreement in an amount calculated as follows: 25% x Qty Ordered x Price. Organization agrees that this reflects costs associated with the Program and is a reasonable approximation of actual damages to Provider.

① ② ③ ④ ⑤

5. **Intellectual Property Ownership and Product Distribution.** Provider retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of product distribution pursuant to the Program. Organization agrees not to use or disclose any product, forms, materials, technical information or methods employed by Provider or intellectual property rights owned by Provider for any purpose except in association with the Program absent Provider's express written consent. Provider retains the right to distribute fundraising products as it sees fit following the conclusion of the Program or in the event that the Program is not run.

6. **Authorization and Implementation.** Organization hereby asserts that the representative signing below understands the terms and conditions of the Agreement, agrees to be bound by them and has the authority to bind Organization. Organization holds Provider harmless of any liability regarding the actions and/or injuries to Program participants.

| | | |
|--|---|----------------|
| AUTHORIZED ORGANIZATION REPRESENTATIVE (SIGNATURE) | PRINT NAME & TITLE Pete Ittersagen (President) | DATE 1-6-23 |
| AUTHORIZED PROVIDER REPRESENTATIVE (SIGNATURE) | PRINT NAME & TITLE | DATE |

| INFORMATION BELOW TO BE COMPLETED BY PROVIDER REPRESENTATIVE | | | | | |
|--|-------------------|--------------------------|------------------------|--|--|
| SCHOOL/ORGANIZATION Huntley Softball | GROUP | SCHOOL TAX EXEMPT NUMBER | PROVIDER RECORD NUMBER | | |
| ADDRESS/DELIVERY LOCATION 13719 Harmony Rd. | CITY Huntley | STATE IL | ZIP 60142 | | |
| SCHOOL PHONE NUMBER | SCHOOL FAX NUMBER | # OF STUDENTS SELLING | MASCOT/COLORS | | |
| CONTACT NAME Mark Petryniec | BEST TIME TO CALL | CONTACT CELL 17 | CONTACT EMAIL | | |

Fund Raising Authorization Form
Fiscal Services

All fund raising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your building principal a minimum of **45 days prior** to the desired starting date of the event. The Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 1/9/23 School: Huntley High School

Name of School Organization: Baseball Program

Sponsor / Coach's Name: Andy Jakubowski Phone: 815-703-2117

Starting Date of Event: 3/1/23 Ending Date of Event: 3/10/23

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 4,000.00

Type of Sale / Event: Discount Cards/Donations

Will a Vendor Be Used: Yes* No * *Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Adrenaline Fund Raising

Type of Product or Service Provided by Vendor: Discount Card with area businesses on it

How will compensation be used/distributed? New Uniforms, New Practice Tools, etc

Name of Activity Account: Baseball Activity Account #: 525

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).

[Signature]
Sponsor Signature

1/9/23
Date

[Signature]
Principal Signature – I certify that it is a minimum of 45 days prior to the desired starting date of the event

1/10/23
Date

[Signature]
Chief Financial Officer Signature

1/25/23
Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the school board.

Superintendent's Copy Fiscal Services Copy 18 Date of Board Approval: _____

Adrenaline Fundraiser Agreement (DISCOUNT PRODUCT)

Adrenaline and Organization identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing an Adrenaline Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

1. **Program Terms.** Adrenaline and Organization agree to the indicated Fundraising Period, product, quantity and price.
2. **Adrenaline Obligations.**
 - Adrenaline agrees to use its best efforts to assist Organization with its fundraising efforts.
 - Adrenaline agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with program materials appropriate to facilitate Organization's fundraising efforts.
 - Adrenaline agrees to supply necessary merchant discounts for the Discount Product.
 - Adrenaline agrees to pay for printing and production costs associated with the sale of fundraising products at the retail price specified in the Program Terms.

| Fundraising Period | | | |
|---------------------|-------------|-----------|------------|
| Start Date | Month 3 | Day 4 | Year 23 |
| End Date | Month 3 | Day 11 | Year 23 |
| Product | Qty Ordered | Price | |
| H&S Discount Ticket | | | |
| | | | |

3. **Organization Obligations.** Initials
 - Organization agrees to use its best efforts to sell fundraising products at the specified Price. Organization confirms that it is not under a contractual obligation to participate in a competing non-Adrenaline fundraising program. Organization agrees to permit Adrenaline to operate the Program within a mutually agreeable time frame and to allow Adrenaline reasonable access to Organization's facilities in order to conduct the Program.
 - Organization acknowledges that Adrenaline may engage in fundraising activities with other organizations at the same time and with the same merchants, products and programs, and that such activity does not constitute a breach of Adrenaline's obligations under this Agreement.
 - For the Discount product that Organization purchases from Adrenaline agrees to pay Adrenaline all amounts collected from the sale of Discount Product minus the Organization's Profit Percentage to Organization. Organization shall pay Adrenaline for the Discount Product at the conclusion of the Program. Organization shall be solely responsible to collect and remit to the appropriate taxing authorities any sales taxes, if required by state law. Organization retains any sales tax amounts collected from the sale of the Discount Product. Organization agrees to return to Adrenaline all unsold or unused Discount Product at the conclusion of the Program.
 - Organization acknowledges that Adrenaline devotes significant time, effort and expense in forming and maintaining relationships with merchants used on its Discount Product, and may continue those relationships with other Adrenaline Fundraising Programs after termination of this Agreement. Accordingly, Organization agrees to protect Adrenaline's merchant relationship for a period of **TWELVE MONTHS** following termination of this Agreement. Organization shall not produce or participate with any Discount Product using any of the merchants from Adrenaline Discount Product prepared for or sold by Organization. Organization agrees to pay Adrenaline \$1,500 as compensation should it choose to use any of the same merchants used in the most recent Adrenaline Discount Product on a non-Adrenaline Discount Product during the **TWELVE MONTHS** following Agreement termination.
4. **Duration, Term and Termination.** Initials

1
 2
 3
 4
 5

 - **Duration.** Adrenaline and Organization agree that Adrenaline shall be the exclusive provider for this fundraiser for Organization for the following Term (Years):
 - **Termination.** In the event that Organization does not run the Program agreed to herein, Organization shall reimburse Adrenaline for each unfulfilled year of the Agreement in an amount calculated as follows: 25% x Qty Ordered x Price. Organization agrees that this reflects costs associated with the Program and is a reasonable approximation of actual damages to Adrenaline.
5. **Intellectual Property Ownership and Product Distribution.** Adrenaline retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of product distribution pursuant to the Program. Organization agrees not to use, disclose any product, forms, materials, technical information or methods employed by Adrenaline or intellectual property rights owned by Adrenaline for any purpose except in association with the Program absent Adrenaline's express written consent. Adrenaline retains the right to distribute fundraising products as it sees fit following the conclusion of the Program or in the event that the Program is not run.
6. **Authorization and Implementation.** Organization hereby asserts that the representative signing below understands the terms and conditions of the Agreement, agrees to be bound by them and has the authority to bind Organization. Organization holds Adrenaline harmless of any liability regarding the actions of, and/or injuries to Program participants.

| | | |
|--|---|-----------------|
| Authorized Organization Representative (Signature) | Print Name & Title Pete Ittersagen (President) | Date 1-12-23 |
| Authorized Adrenaline Representative (Signature) | Print Name & Title | Date |

INFORMATION BELOW TO BE COMPLETED BY ADRENALINE SALES REPRESENTATIVE

| | | | |
|---|----------------------|--------------------------|--|
| School / Organization Huntley | Group Baseball | School Tax Exempt Number | Adrenaline Record Number |
| Address / Delivery Location 13719 Harmony Rd | | City Huntley | State IL |
| Zip 60142 | School Phone Number | School Fax Number | Number of Students in School / Selling |
| Contact Name Pete Ittersagen | Best Time to Contact | Contact Phone Number | Mascot / Colors |
| Contact Email Address | | | |



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: February 9, 2023

Subject: **Payables Reports**
Board of Education Meeting, February 9, 2023
Finance Committee

The Administration is seeking to move the following reports forward for action at the next Board Meeting. All of the reports below were presented at the February 2, 2023 Committee of the Whole Meeting.

Purchase Orders - Purchase orders issued from January 13, 2023 to January 27, 2023 for which Administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval. Purchase orders total \$3,708,073.63.

Accounts Payable - Open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.). Accounts payable total \$1,091.57.

Imprest Checks Issued - Payments made through January 27, 2023 for which the Board had not previously approved purchase orders. Imprest checks total \$119,132.98.

Disbursements Issued - Disbursements issued from January 13, 2023 to January 27, 2023. Disbursements issued total \$4,224,635.12.

RECOMMENDATION

The Finance Committee, which met on February 2, 2023, recommends the Board of Education approve the above referenced Payables at the February 9, 2023 Regular Board meeting.



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: February 9, 2023
To: Board of Education
From: Bryan Zwemke, Ed.D, Assistant Superintendent of Learning and Innovation
Cc: Scott Rowe, Ed.D, Superintendent
Rocio del Castillo, Ed.D. Assistant Superintendent of Special Services
Subject: Middle School AVID and AVID Excel

Executive Summary

Both AVID and AVID Excel —Advancement Via Individual Determination—are programs that foster a safe and open culture, high expectations for teachers and students, and collaboration in all classrooms. It is a program that helps middle and high school students develop the skills they need to be successful in college, career and beyond. The program focuses on teaching students how to think critically, write effectively, and study efficiently. AVID also provides students with college and career readiness resources, such as college visits and mentoring. AVID is important to middle school students because it helps them develop the skills and knowledge they need to be successful in their educational journey. Students will understand the importance of education, goal-setting, and the opportunities that come with hard work and determination. AVID is fueled by relational capacity, high expectations, collaboration, inquiry, and layers on existing curriculum.

AVID is directly connected to college and career readiness because it is designed to help students develop the skills and knowledge they need to be successful life-long learners. The program focuses on teaching students how to think critically, write effectively, and study efficiently, which are all skills that are essential for success in college and in the workforce. Further the benefits of AVID and AVID Excel include but are not limited to:

- Students will be prepared for more rigorous coursework
- Students become leaders in all classrooms
- Students will have a strong family-like unit
- Students will build towards college and career readiness
- Teachers will utilize AVID resources and strategies

There are two programs that were reviewed and recommended. The AVID elective is for all students focusing on those with good attendance, involved in school, math skills on target, and good academic skills. The AVID Excel Elective will focus on long term English Language Learners. . A three year timeline is recommended for both AVID programs and would require a dedicated staff member at each middle school.



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

The table below provides a summary.

| AVID Program | Year One | Year Two | Year Three |
|---------------------|----------|----------|------------|
| AVID Elective | 6 | 6-7 | 6-8 |
| AVID Excel Elective | 6-8 | 6-8 | 6-8 |

A review of the AVID program was conducted beginning in summer of 2022, and spanning the first semester of the 2022-2023 school year with an AVID Core team with site visits throughout the state of Illinois. Mike Kennedy will provide an overview of the review process, the outcomes, and recommendations for program adoption for the 2023-2024 school year at Heineman Middle School and Marlowe Middle School for AVID and AVID Excel programs.

Attached is a contract for associated expenses for AVID and AVID excel for a three period of time beginning in the Fall of 2023.

Recommendation

The Administration recommends that the Board of Education approve the three-year AVID contract at the February 9, 2023 Board of Education meeting.

AVID Center



Products and Services Quote/Order

Client: Huntley Community School Dist 158 AVID Center Representative : Mekia Hearn
 Address: 650 Dr. John Burkey Dr Phone : (858) 380-4777
 Algonquin, IL, 60102 Email : mhearn@avid.org
 Effective Date: July 1, 2023 Expiration Date: June 30, 2026

2023-24 Huntley Cmty School Dist 158- Combo Ex
 Quote/Order #: Q-86046

| District Products | | | | |
|-------------------|--|------------|-----------------|---------------------|
| QTY | PRODUCT NAME | UNIT PRICE | DISCOUNT | EXTENDED PRICE |
| 1 | AVID District Leadership Year 1 | \$9000.00 | \$0.00 | \$9000.00 |
| 1 | AVID Excel Coaching Sessions and Professional Learning | \$5998.00 | \$0.00 | \$5998.00 |
| 2 | AVID Summer Institute | \$1050.00 | \$200.00 | \$1900.00 |
| 1 | AVID Excel Curriculum Library Set | \$440.00 | \$0.00 | \$440.00 |
| 1 | Shipping & Handling | \$35.00 | \$0.00 | \$35.00 |
| | | | SUBTOTAL | \$ 17,373.00 |

| Heineman Middle School | | | | |
|------------------------|--|--------------|----------|----------------|
| QTY | PRODUCT NAME | UNIT PRICE | DISCOUNT | EXTENDED PRICE |
| 1 | AVID Membership Fees Secondary | \$4349.00 | \$0.00 | \$4349.00 |
| 1 | AVID Weekly Secondary | \$675.00 | \$0.00 | \$0.00 |
| 1 | AVID Secondary Library Package | \$4590.00 | \$0.00 | \$4590.00 |
| 1 | Shipping & Handling | \$150.00 | \$0.00 | \$150.00 |
| 1 | Secondary Digital Library Set - 8 Licenses | \$1250.00 | \$0.00 | \$0.00 |
| 6 | AVID Summer Institute | 23 \$1050.00 | \$600.00 | \$5700.00 |

| | | | | |
|-----------------|-----------------------------------|-----------|----------|---------------------|
| 1 | AVID EXCEL Benefit Package | \$1050.00 | \$0.00 | \$1050.00 |
| 1 | AVID Excel Curriculum Library Set | \$440.00 | \$0.00 | \$440.00 |
| 1 | Shipping & Handling | \$35.00 | \$0.00 | \$35.00 |
| 3 | AVID Summer Institute | \$1050.00 | \$300.00 | \$2850.00 |
| SUBTOTAL | | | | \$ 19,164.00 |

| Henry Marlowe Middle School | | | | |
|-----------------------------|--|------------|----------|---------------------|
| QTY | PRODUCT NAME | UNIT PRICE | DISCOUNT | EXTENDED PRICE |
| 1 | AVID Membership Fees Secondary | \$4349.00 | \$0.00 | \$4349.00 |
| 1 | AVID Weekly Secondary | \$675.00 | \$0.00 | \$0.00 |
| 1 | AVID Secondary Library Package | \$4590.00 | \$0.00 | \$4590.00 |
| 1 | Shipping & Handling | \$150.00 | \$0.00 | \$150.00 |
| 1 | Secondary Digital Library Set - 8 Licenses | \$1250.00 | \$0.00 | \$0.00 |
| 1 | AVID EXCEL Benefit Package | \$1050.00 | \$0.00 | \$1050.00 |
| 3 | AVID Summer Institute | \$1050.00 | \$300.00 | \$2850.00 |
| 1 | AVID Excel Curriculum Library Set | \$440.00 | \$0.00 | \$440.00 |
| 1 | Shipping & Handling | \$35.00 | \$0.00 | \$35.00 |
| 6 | AVID Summer Institute | \$1050.00 | \$600.00 | \$5700.00 |
| SUBTOTAL | | | | \$ 19,164.00 |

2024-25 Huntley Cmty School Dist 158 - Combo Ex
Quote/Order #: Q-86048

| District Products | | | | |
|-------------------|--|------------|----------|---------------------|
| QTY | PRODUCT NAME | UNIT PRICE | DISCOUNT | EXTENDED PRICE |
| 1 | AVID District Leadership Year 2 | \$6000.00 | \$0.00 | \$6000.00 |
| 4 | AVID Summer Institute | \$1050.00 | \$400.00 | \$3800.00 |
| 1 | AVID Excel Coaching Sessions and Professional Learning | \$5998.00 | \$0.00 | \$5998.00 |
| 2 | AVID Summer Institute | \$1050.00 | \$200.00 | \$1900.00 |
| SUBTOTAL | | | | \$ 17,698.00 |

| Heineman Middle School | | | | |
|------------------------|---|------------|----------|---------------------|
| QTY | PRODUCT NAME | UNIT PRICE | DISCOUNT | EXTENDED PRICE |
| 1 | AVID Membership Fees Secondary | \$4349.00 | \$0.00 | \$4349.00 |
| 1 | AVID Weekly Secondary | \$675.00 | \$15.00 | \$660.00 |
| 2 | AVID Summer Institute | \$1050.00 | \$200.00 | \$1900.00 |
| 1 | Secondary Digital Library Set - 8 Licenses - Year 2 | \$0.00 | \$0.00 | \$0.00 |
| 1 | AVID EXCEL Benefit Package | \$1050.00 | \$0.00 | \$1050.00 |
| 4 | AVID Summer Institute | \$1050.00 | \$400.00 | \$3800.00 |
| SUBTOTAL | | | | \$ 11,759.00 |

| Henry Marlowe Middle School | | | | |
|-----------------------------|---|------------|----------|---------------------|
| QTY | PRODUCT NAME | UNIT PRICE | DISCOUNT | EXTENDED PRICE |
| 1 | AVID Membership Fees Secondary | \$4349.00 | \$0.00 | \$4349.00 |
| 1 | AVID Weekly Secondary | \$675.00 | \$15.00 | \$660.00 |
| 2 | AVID Summer Institute | \$1050.00 | \$200.00 | \$1900.00 |
| 1 | Secondary Digital Library Set - 8 Licenses - Year 2 | \$0.00 | \$0.00 | \$0.00 |
| 1 | AVID EXCEL Benefit Package | \$1050.00 | \$0.00 | \$1050.00 |
| 4 | AVID Summer Institute | \$1050.00 | \$400.00 | \$3800.00 |
| SUBTOTAL | | | | \$ 11,759.00 |

2025-26 Huntley Cmty School Dist 158 - Combo Ex
 Quote/Order #: Q-86049

| District Products | | | | |
|-------------------|-----------------------|------------|----------|--------------------|
| QTY | PRODUCT NAME | UNIT PRICE | DISCOUNT | EXTENDED PRICE |
| 8 | AVID Summer Institute | \$1050.00 | \$800.00 | \$7600.00 |
| SUBTOTAL | | | | \$ 7,600.00 |

| Heineman Middle School | | | | |
|------------------------|--------------|------------|----------|----------------|
| QTY | PRODUCT NAME | UNIT PRICE | DISCOUNT | EXTENDED PRICE |
| | | 25 | | |

| | | | | |
|-----------------|--------------------------------|-----------|----------|--------------------|
| 1 | AVID Membership Fees Secondary | \$4349.00 | \$0.00 | \$4349.00 |
| 1 | AVID Weekly Secondary | \$675.00 | \$15.00 | \$660.00 |
| 1 | AVID EXCEL Benefit Package | \$1050.00 | \$0.00 | \$1050.00 |
| 1 | AVID Summer Institute | \$1050.00 | \$100.00 | \$950.00 |
| SUBTOTAL | | | | \$ 7,009.00 |

| Henry Marlowe Middle School | | | | |
|-----------------------------|--------------------------------|------------|----------|--------------------|
| QTY | PRODUCT NAME | UNIT PRICE | DISCOUNT | EXTENDED PRICE |
| 1 | AVID Membership Fees Secondary | \$4349.00 | \$0.00 | \$4349.00 |
| 1 | AVID Weekly Secondary | \$675.00 | \$15.00 | \$660.00 |
| 1 | AVID EXCEL Benefit Package | \$1050.00 | \$0.00 | \$1050.00 |
| 1 | AVID Summer Institute | \$1050.00 | \$100.00 | \$950.00 |
| SUBTOTAL | | | | \$ 7,009.00 |

Quote Summary :

| Quote # | Quote Start Date | Quote End Date | Subtotal |
|-----------------------------------|------------------|----------------|----------------------|
| Q-86046 | July 1, 2023 | June 30, 2024 | \$ 55,701.00 |
| Q-86048 | July 1, 2024 | June 30, 2025 | \$ 41,216.00 |
| Q-86049 | July 1, 2025 | June 30, 2026 | \$ 21,618.00 |
| Grand Total | | | \$ 118,535.00 |
| *plus all applicable taxes | | | |

Additional Comments :

Prices for this multi-year Agreement 2023-2026 are contingent upon Client paying for all quotes/years in 2023 - 2024. If Client does not pay the Grand Total indicated above in 2023 - 2024, then Client agrees that AVID Center has the right to adjust pricing of applicable quotes to the then current list prices for each respective year and invoice accordingly.

This AVID Center Products and Services Quote/Order is a Subsequent Quote/Order as defined in the General Terms and Conditions previously agreed to by AVID Center and the “Client” identified above (“Ts&Cs”). This Quote/Order and any exhibits or attachments hereto, together with the Ts&Cs (including the definitions of terms set forth at <https://www.avid.org/Page/3290> or another location on AVID Center’s website designated by AVID Center), supersedes all previous Quote/Orders and constitutes a binding agreement between AVID Center and Client with respect to the AVID Products and Services specified above. Certain AVID Products and Services may be cancelled by Client as set forth in AVID Center’s Rest Assured Policy at <https://www.avid.org/rest-assured-policy>.

AVID Center is committed to assisting Client with a successful implementation. Additional information regarding professional learning registrations is listed below:

- Newly implementing AVID sites are best supported by a core site team of educators – at least 8 for AVID Secondary or 4 for AVID Elementary. In the initial year of implementation, Client agrees to enroll participants into AVID Summer Institute (“SI”) equal to the minimum core site team described herein, unless AVID Center agrees otherwise on this Quote/Order. If other professional learning events are taken instead of SI, prices will be adjusted accordingly upon completion of the training event.
- For each existing site in year 2 and beyond of AVID implementation, Client agrees to enroll one (1) participant into AVID Ignite, unless Client notifies otherwise. If a participant is not enrolled or a registrant does not attend, Client will receive a voucher to be used for AVID Ignite in the following summer after payment has been received.

Client will be invoiced for the greater of the number of participants from a site registered for the event or committed to on this Quote/Order.

No payment is due at the time of execution of this Quote/Order, notwithstanding anything to the contrary in the General Terms and Conditions. At the time of invoicing, AVID Center will verify registration fees for each site listed on this Quote/Order and any registrations which have been previously paid will be removed from the invoice. Payment will be due within thirty (30) days following receipt of AVID Center’s invoice related to this Quote/Order. Each party has caused this Quote/Order to be signed by its duly authorized representative. The terms of this Quote/Order will control in the event of a conflict with any terms or conditions set forth in any purchase order or other document or communication from Client and any such terms and conditions are hereby rejected by AVID Center and of no effect.

AVID Center, a California Non-Profit Corporation 501(c)(3)

Huntley Community School Dist 158

Sign: _____

Sign: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Email: contracts@avid.org

Email: _____

AVID Center
9797 Aero Drive, Suite 100
San Diego, CA 92123
Employer ID # 33-0522594

Exhibit to AVID Center General Terms and Conditions

COVID-19 Specific Provisions

1. **Client's Representations and Warranties.** Client makes the following representations and warranties with respect to SARS-CoV-2:
 - a. It has in effect policies and protocols designed to prevent the spread of COVID-19 and protect Client and its affiliates, and their respective employees, contractors and vendors, from contracting or spreading COVID-19 ("COVID-19 Policies");
 - b. It has made an independent review of all federal, state, and local statutes and regulations (the "COVID-19 Rules") applicable to the participation of Client and its affiliates in any training program, meeting or other event contemplated under the Agreement and the COVID-19 Policies fully comply with the COVID-19 Rules;
 - c. It remains up-to-date on the COVID-19 Rules and Client updates and implements the COVID-19 Policies to reflect changes to the COVID-19 Rules, as necessary; and
 - d. It has made its affiliates and their employees aware of the COVID-19 Policies and it is solely responsible for implementation of the COVID-19 Policies.
2. **Limitation of Liability.** CLIENT IS AWARE OF THE CURRENT, ONGOING GLOBAL COVID-19 PANDEMIC AND UNDERSTANDS THAT THERE EXIST INHERENT RISKS ASSOCIATED WITH HOSTING AND/OR ATTENDING IN-PERSON EVENTS, INCLUDING CONTRACTING OR PROMOTING THE SPREAD OF COVID-19. CLIENT AGREES THAT ITS AFFILIATES, AND ITS AND THEIR RESPECTIVE EMPLOYEES, PARTICIPATE IN ANY EVENT CONTEMPLATED IN THE AGREEMENT (THE "EVENT(S)") AT THEIR OWN RISK. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, CLIENT AGREES THAT AVID CENTER IS NOT LIABLE FOR THOSE WHO MIGHT CONTRACT OR SPREAD THE COVID-19 VIRUS (OR ANY VARIANT THEREOF) AS A RESULT OF OR FOR ANY REASON RELATED TO ATTENDING OR PARTICIPATING IN ANY OF THE EVENT(S). CLIENT RELEASES AVID CENTER FROM ALL LIABILITY ARISING FROM OR RELATED TO EXPOSURE TO COVID-19 BY EMPLOYEES OF CLIENT OR ANY OF ITS AFFILIATES ATTENDING OR PARTICIPATING IN ANY OF THE EVENT(S).
3. **Indemnification.** Client covenants and agrees to defend, indemnify and hold harmless AVID Center from any and all claims and suits and resulting liabilities, damages, costs and expenses, including reasonable attorneys' fees and court costs, AVID Center may incur arising out of or related to exposure to COVID-19 by employees of Client or its affiliates attending or participating in any of the Event(s).
4. **Survival.** The provisions of this Exhibit shall survive expiration or any termination of the Agreement.
5. **General.** Notwithstanding anything in this Agreement to the contrary, the terms of this Exhibit will supersede, replace and control over all conflicting terms in (a) elsewhere in this Agreement or any Subsequent Quote/Order, or any amendments thereto, (b) any and all terms pre-printed or otherwise on any invoices, business forms, purchase or other orders, proposals, quotations and other related documents, and (c) any electronic agreements contained in or required to access or use the Services, or otherwise provided by AVID Center. This order of precedence replaces and controls over any other or conflicting order of precedence elsewhere in this Agreement.



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration
From: Mark Altmayer, Chief Financial Officer
Date: February 9, 2023
Subject: **Supplemental Purchase Order Summary**
Board of Education Meeting, February 9, 2023
Action Items

The following is an updated executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from January 27, 2023 to February 7, 2023, for which Administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

| | |
|---|-------------------------|
| Education Fund | \$ 1,903,277.02 |
| Operations & Maintenance Fund | 381,792.31 |
| Debt Service Fund | 8,312,337.50 |
| Transporation Fund | 197,899.42 |
| Municipal Retirement and Social Security Fund | 0.00 |
| Capital Projects Fund | 461,165.50 |
| Working Cash Fund | 0.00 |
| Fire Prevention and Safety Fund | 0.00 |
| Total | <u>\$ 11,256,471.75</u> |

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Purchase Orders Report at the February 9, 2022 Regular Board meeting.



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 1/27/2023 to 2/7/2023

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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--|--------------------------|-------------------------------|--------------|---------------------|--------------------------|
| 1ST Ayd Corporation | | | | | |
| 23020677 | 40-2554-410-00-79 | Fleet Supplies | 02/01/2023 | 500.00 | 40-2554-410-00-79 |
| | | | Total | \$500.00 | |
| AbleNet Inc | | | | | |
| 20232124 | 10-1100-410-72-79-600-14 | ARP IDEA Instruc Sup | 02/06/2023 | 0.00 | 10-1100-410-72-79-600-14 |
| 20232124 | | | 02/06/2023 | 0.00 | |
| 20232124 | 10-1100-410-72-79-600-14 | ARP IDEA Instruc Sup | 02/06/2023 | 360.00 | 10-1100-410-72-79-600-14 |
| | | | Total | \$360.00 | |
| ABM Industry Groups LLC | | | | | |
| 23020207 | 20-2542-310-00-79 | Custodial Contract Service | 02/01/2023 | 171,036.92 | 20-2542-310-00-79 |
| 23020227 | 20-2542-319-00-79-605-14 | Contractual Cust. Replacement | 02/01/2023 | 1,250.00 | 20-2542-319-00-79-605-14 |
| 23020217 | 20-2542-320-00-79-605-14 | Contractual Overtime | 02/01/2023 | 2,200.00 | 20-2542-320-00-79-605-14 |
| 23020187 | 40-2550-321-00-79 | Bus Sanitation | 02/01/2023 | 3,570.00 | 40-2550-321-00-79 |
| 23020407 | 20-2542-310-00-79 | Custodial Contract Service | 02/01/2023 | 3,990.00 | 20-2542-310-00-79 |
| | | | Total | \$182,046.92 | |
| Accountable Healthcare Staffing Inc | | | | | |
| 23020637 | 10-1101-310-00-79-605-14 | Substitute Teacher-Contracted | 02/01/2023 | 10,000.00 | 10-1101-310-00-79-605-14 |
| | | | Total | \$10,000.00 | |
| ADP LLC | | | | | |
| 23020337 | 10-1100-220-00-79-600-14 | Regular Programs Insurance | 02/01/2023 | 2,000.00 | 10-1100-220-00-79-600-14 |
| 23020437 | 10-2520-310-00-74-500-14 | Prof & Tech Fiscal | 02/01/2023 | 2,200.00 | 10-2520-310-00-74-500-14 |
| 23020437 | 10-2520-310-00-74-500-14 | Prof & Tech Fiscal | 02/01/2023 | 4,500.00 | 10-2520-310-00-74-500-14 |
| 23020437 | 10-2520-310-00-74-500-14 | Prof & Tech Fiscal | 02/01/2023 | 3,200.00 | 10-2520-310-00-74-500-14 |
| 23020437 | 10-2520-310-00-74-500-14 | Prof & Tech Fiscal | 02/01/2023 | 3,300.00 | 10-2520-310-00-74-500-14 |
| 23020437 | 10-2520-310-00-74-500-14 | Prof & Tech Fiscal | 02/01/2023 | 3,300.00 | 10-2520-310-00-74-500-14 |
| 23020437 | 10-2520-310-00-74-500-14 | Prof & Tech Fiscal | 02/01/2023 | 2,200.00 | 10-2520-310-00-74-500-14 |
| | | | Total | \$20,700.00 | |
| Advance Auto Parts | | | | | |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--|--------------------------|--------------------------------|--------------|--------------------|--------------------------|
| 23020717 | 40-2554-410-00-79 | Fleet Supplies | 02/01/2023 | 2,000.00 | 40-2554-410-00-79 |
| | | | Total | \$2,000.00 | |
| Advantage Mechanical Inc | | | | | |
| 20232130 | 20-2542-323-00-79 | Repairs & Maint Buildings | 02/06/2023 | 7,299.00 | 20-2542-323-00-79 |
| 23020317 | 20-2542-390-00-79 | Other Purchased Service | 02/01/2023 | 4,695.96 | 20-2542-390-00-79 |
| 23020027 | 20-2542-323-00-79 | Repairs & Maint Buildings | 02/01/2023 | 2,500.00 | 20-2542-323-00-79 |
| 20232130 | | | 02/06/2023 | 0.00 | |
| 20232130 | | | 02/06/2023 | 0.00 | |
| | | | Total | \$14,494.96 | |
| AFLAC Group | | | | | |
| 23020427 | 10-2310-220-00-79-600-14 | Support Serv-Gen Adm Insurance | 02/01/2023 | 4,500.00 | 10-2310-220-00-79-600-14 |
| | | | Total | \$4,500.00 | |
| AHW LLC - Hampshire | | | | | |
| 20232071 | 20-2543-410-00-79 | Grounds Supplies | 01/30/2023 | 82.94 | 20-2543-410-00-79 |
| | | | Total | \$82.94 | |
| Airgas USA LLC | | | | | |
| 23020237 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 500.00 | 20-2542-410-00-79 |
| | | | Total | \$500.00 | |
| Alexander Leigh Center for Autism | | | | | |
| 23021617 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 40,000.00 | 10-4220-670-00-79-600-14 |
| | | | Total | \$40,000.00 | |
| Alexian Brothers | | | | | |
| 20232137 | 10-4210-670-00-79-600-14 | Reg Ed Out of District | 02/06/2023 | 520.00 | 10-4210-670-00-79-600-14 |
| | | | Total | \$520.00 | |
| Alpha Baking Company Inc | | | | | |

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Huntley Community School District 158

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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--|--------------------------|--------------------------------|------------|-----------------|--------------------------|
| 23021117 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 02/01/2023 | 1,000.00 | 10-2560-415-00-72-220-13 |
| 23021137 | 10-2560-415-00-74-150-13 | Cafe Food Conley | 02/01/2023 | 600.00 | 10-2560-415-00-74-150-13 |
| 23021127 | 10-2560-415-00-74-140-13 | Cafe Food Mackeben | 02/01/2023 | 600.00 | 10-2560-415-00-74-140-13 |
| 23021097 | 10-2560-415-00-72-110-13 | Cafe Food Chesak | 02/01/2023 | 700.00 | 10-2560-415-00-72-110-13 |
| 23021107 | 10-2560-415-00-72-120-13 | Cafe Food Martin | 02/01/2023 | 1,000.00 | 10-2560-415-00-72-120-13 |
| 23021087 | 10-2560-415-00-71-300-13 | Cafe Food HS | 02/01/2023 | 1,500.00 | 10-2560-415-00-71-300-13 |
| 23021077 | 10-2560-415-00-71-100-13 | Cafe Food Leggee | 02/01/2023 | 650.00 | 10-2560-415-00-71-100-13 |
| 23021147 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 02/01/2023 | 800.00 | 10-2560-415-00-74-210-13 |
| | | | | Total | \$6,850.00 |
| AmeriGas | | | | | |
| 23020567 | 40-2552-461-00-79 | Propane | 02/01/2023 | 25,000.00 | 40-2552-461-00-79 |
| | | | | Total | \$25,000.00 |
| Anderson Lock Co Inc | | | | | |
| 23020087 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 1,000.00 | 20-2542-410-00-79 |
| | | | | Total | \$1,000.00 |
| Anderson Pest Solutions | | | | | |
| 23020037 | 20-2542-321-00-79 | Sanitation/Exterminating | 02/01/2023 | 554.47 | 20-2542-321-00-79 |
| | | | | Total | \$554.47 |
| Angelilli, Kelly | | | | | |
| 23021962 | 10-1200-310-92-79-600-14 | IDEA General Purchased Service | 02/01/2023 | 500.00 | 10-1200-310-92-79-600-14 |
| | | | | Total | \$500.00 |
| Applied Maintenance | | | | | |
| 23020807 | 40-2554-410-00-79 | Fleet Supplies | 02/01/2023 | 350.00 | 40-2554-410-00-79 |
| | | | | Total | \$350.00 |
| Arctic Snow and Ice Control Inc | | | | | |
| 23020247 | 20-2542-322-00-79-605-14 | Snow Removal | 02/01/2023 | 68,700.00 | 20-2542-322-00-79-605-14 |

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Huntley Community School District 158

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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--|--------------------------|--------------------------------|------------|-----------------|--------------------------|
| | | | | Total | \$68,700.00 |
| Associated Electrical Contractors | | | | | |
| 23020057 | 20-2542-323-00-79 | Repairs & Maint Buildings | 02/01/2023 | 1,000.00 | 20-2542-323-00-79 |
| | | | | Total | \$1,000.00 |
| AT&T 5080 | | | | | |
| 23020347 | 20-2540-340-00-79 | Telephone - Districtwide | 02/01/2023 | 5,000.00 | 20-2540-340-00-79 |
| | | | | Total | \$5,000.00 |
| AT&T | | | | | |
| 23020327 | 20-2540-340-00-79 | Telephone - Districtwide | 02/01/2023 | 10,000.00 | 20-2540-340-00-79 |
| | | | | Total | \$10,000.00 |
| Avanzando LLC | | | | | |
| 20232092 | 10-2210-390-82-79-605-14 | T Bilingual Impr Inst Services | 02/03/2023 | 1,500.00 | 10-2210-390-82-79-605-14 |
| 20232092 | 10-2210-390-82-79-605-14 | T Bilingual Impr Inst Services | 02/03/2023 | 3,000.00 | 10-2210-390-82-79-605-14 |
| | | | | Total | \$4,500.00 |
| Batteries Plus LLC | | | | | |
| 23020257 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 250.00 | 20-2542-410-00-79 |
| | | | | Total | \$250.00 |
| Benefitfocus.com Inc | | | | | |
| 23020197 | 10-2310-220-00-79-600-14 | Support Serv-Gen Adm Insurance | 02/01/2023 | 1,750.00 | 10-2310-220-00-79-600-14 |
| | | | | Total | \$1,750.00 |
| Blu Petroleum | | | | | |
| 23021647 | 40-2552-464-00-79 | Diesel/Gasoline | 02/01/2023 | 2,000.00 | 40-2552-464-00-79 |
| 23020827 | 40-2552-464-00-79 | Diesel/Gasoline | 02/01/2023 | 40,000.00 | 40-2552-464-00-79 |
| | | | | Total | \$42,000.00 |



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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--|--------------------------|--------------------------------|--------------|-----------------------|--------------------------|
| Blue Cross Blue Shield | | | | | |
| 23020417 | 10-1100-220-00-79-600-14 | Regular Programs Insurance | 02/01/2023 | 1,005,000.00 | 10-1100-220-00-79-600-14 |
| | | | Total | \$1,005,000.00 | |
| BMO Mastercard | | | | | |
| 20232113 | 10-1200-410-66-71-300-13 | STEP Supplies | 01/30/2023 | 112.82 | 10-1200-410-66-71-300-13 |
| 20232113 | 10-1200-410-66-71-300-13 | STEP Supplies | 01/30/2023 | 640.00 | 10-1200-410-66-71-300-13 |
| | | | Total | \$752.82 | |
| Brucker Company | | | | | |
| 23020297 | 20-2542-323-00-79 | Repairs & Maint Buildings | 02/01/2023 | 600.00 | 20-2542-323-00-79 |
| 20232083 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 1,835.00 | 20-2542-410-00-79 |
| 20232083 | | | 02/01/2023 | 0.00 | |
| | | | Total | \$2,435.00 | |
| BryMax Enterprises Inc | | | | | |
| 23021907 | 10-2560-415-00-71-300-13 | Cafe Food HS | 02/01/2023 | 1,000.00 | 10-2560-415-00-71-300-13 |
| 23021917 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 02/01/2023 | 1,000.00 | 10-2560-415-00-72-220-13 |
| 23021927 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 02/01/2023 | 1,000.00 | 10-2560-415-00-74-210-13 |
| | | | Total | \$3,000.00 | |
| Building Wings LLC | | | | | |
| 20232142 | | | 02/06/2023 | 0.00 | |
| 20232142 | 10-1200-310-92-79-600-14 | IDEA General Purchased Service | 02/06/2023 | 300.00 | 10-1200-310-92-79-600-14 |
| 20232142 | 10-1200-310-92-79-600-14 | IDEA General Purchased Service | 02/06/2023 | 0.00 | 10-1200-310-92-79-600-14 |
| | | | Total | \$300.00 | |
| Camelot Therapeutic Schools LLC | | | | | |
| 23020517 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 15,000.00 | 10-4220-670-00-79-600-14 |
| 20232131 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/06/2023 | 0.00 | 10-4220-670-00-79-600-14 |
| 20232066 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 01/27/2023 | 1,654.64 | 10-4220-670-00-79-600-14 |
| 20232131 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/06/2023 | 5,985.90 | 10-4220-670-00-79-600-14 |



Huntley Community School District 158

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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|-------------------------------------|--------------------------|-------------------------------|------------|-----------------|--------------------------|
| 20232066 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 01/27/2023 | 0.00 | 10-4220-670-00-79-600-14 |
| | | | | Total | \$22,640.54 |
| Central DuPage Hospital | | | | | |
| 20232138 | 10-4210-670-00-79-600-14 | Reg Ed Out of District | 02/06/2023 | 140.00 | 10-4210-670-00-79-600-14 |
| | | | | Total | \$140.00 |
| Central States Bus Sales Inc | | | | | |
| 23020727 | 40-2554-410-00-79 | Fleet Supplies | 02/01/2023 | 2,500.00 | 40-2554-410-00-79 |
| | | | | Total | \$2,500.00 |
| Century Springs | | | | | |
| 20232089 | 10-2410-490-00-71-300-13 | HS Staff Recognition | 02/03/2023 | 27.00 | 10-2410-490-00-71-300-13 |
| 20232089 | 10-2410-490-00-71-300-13 | HS Staff Recognition | 02/03/2023 | 27.00 | 10-2410-490-00-71-300-13 |
| 20232089 | 10-2410-490-00-71-300-13 | HS Staff Recognition | 02/03/2023 | 27.00 | 10-2410-490-00-71-300-13 |
| 20232089 | 10-2410-490-00-71-300-13 | HS Staff Recognition | 02/03/2023 | 19.37 | 10-2410-490-00-71-300-13 |
| 20232089 | 10-2410-490-00-71-300-13 | HS Staff Recognition | 02/03/2023 | 26.56 | 10-2410-490-00-71-300-13 |
| | | | | Total | \$126.93 |
| CINTAS | | | | | |
| 23020757 | 40-2550-325-00-79 | Rental Trans | 02/01/2023 | 800.00 | 40-2550-325-00-79 |
| | | | | Total | \$800.00 |
| Clare Woods Academy | | | | | |
| 23020607 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 6,000.00 | 10-4220-670-00-79-600-14 |
| | | | | Total | \$6,000.00 |
| Clarity Assessments LLC | | | | | |
| 23020497 | 10-1101-310-00-79-605-14 | Substitute Teacher-Contracted | 02/01/2023 | 6,000.00 | 10-1101-310-00-79-605-14 |
| | | | | Total | \$6,000.00 |
| Clinical Connections | | | | | |

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Huntley Community School District 158

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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---|--------------------------|-------------------------------|------------|--------------------|--------------------------|
| 20232132 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/06/2023 | 405.00 | 10-4220-670-00-79-600-14 |
| 20232132 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/06/2023 | 0.00 | 10-4220-670-00-79-600-14 |
| | | Total | | \$405.00 | |
| Comcast Business | | | | | |
| 23020367 | 20-2540-340-00-79 | Telephone - Districtwide | 02/01/2023 | 289.85 | 20-2540-340-00-79 |
| | | Total | | \$289.85 | |
| Comcast | | | | | |
| 23021627 | 20-2540-340-00-79 | Telephone - Districtwide | 02/01/2023 | 24,000.00 | 20-2540-340-00-79 |
| | | Total | | \$24,000.00 | |
| Cove School | | | | | |
| | | | | | 36 |
| 23021959 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 6,000.00 | 10-4220-670-00-79-600-14 |
| | | Total | | \$6,000.00 | |
| Creekside Middle School | | | | | |
| 20232139 | 10-1120-410-12-74-210-13 | Chorus/Band Supplies Heineman | 02/06/2023 | 120.00 | 10-1120-410-12-74-210-13 |
| | | Total | | \$120.00 | |
| Crescent Electric Supply Co | | | | | |
| 23020047 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 1,000.00 | 20-2542-410-00-79 |
| | | Total | | \$1,000.00 | |
| Datamation Imaging Services Corp | | | | | |
| 23020397 | 10-2660-390-00-79-600-14 | Purchased Service Technology | 02/01/2023 | 200.00 | 10-2660-390-00-79-600-14 |
| | | Total | | \$200.00 | |
| Easterseals | | | | | |
| 23021557 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 42,000.00 | 10-4220-670-00-79-600-14 |
| 23020597 | 10-2210-314-92-79-605-14 | IDEA Impr of Instr-Staff Dev | 02/01/2023 | 5,000.00 | 10-2210-314-92-79-605-14 |
| | | Total | | \$47,000.00 | |



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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--------------------------------------|--------------------------|---------------------------|--------------|--------------------|--------------------------|
| Eds Automotive | | | | | |
| 23020707 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 850.00 | 40-2550-310-00-79 |
| | | | Total | \$850.00 | |
| Everdriven Technologies LLC | | | | | |
| 23020697 | 40-2552-331-00-79 | Contracted Transportation | 02/01/2023 | 30,000.00 | 40-2552-331-00-79 |
| | | | Total | \$30,000.00 | |
| Flinn Scientific Inc | | | | | |
| 20232065 | 10-1130-410-13-71-300-13 | Science Supplies HS | 01/27/2023 | 855.40 | 10-1130-410-13-71-300-13 |
| 20232065 | 10-1130-410-13-71-300-13 | Science Supplies HS | 01/27/2023 | 128.27 | 10-1130-410-13-71-300-13 |
| | | | Total | \$983.67 | |
| Follett Content Solutions LLC | | | | | |
| 20232144 | 10-1100-421-00-74-500-14 | Materials 6-12 | 02/06/2023 | 2,620.80 | 10-1100-421-00-74-500-14 |
| 20232145 | 10-1100-421-00-74-500-14 | Materials 6-12 | 02/06/2023 | 273.12 | 10-1100-421-00-74-500-14 |
| 20232145 | 10-1100-421-00-74-500-14 | Materials 6-12 | 02/06/2023 | 221.91 | 10-1100-421-00-74-500-14 |
| | | | Total | \$3,115.83 | |
| Follett School Solutions LLC | | | | | |
| 20232076 | 10-2220-430-00-72-220-13 | Media Center Marlowe | 02/01/2023 | 3.81 | 10-2220-430-00-72-220-13 |
| 20232076 | 10-2220-430-00-72-220-13 | Media Center Marlowe | 02/01/2023 | 209.81 | 10-2220-430-00-72-220-13 |
| | | | Total | \$213.62 | |
| Fox Valley Fire Safety | | | | | |
| 20232135 | | | 02/06/2023 | 0.00 | |
| 23020817 | 20-2542-390-00-79 | Other Purchased Service | 02/01/2023 | 801.00 | 20-2542-390-00-79 |
| 23020097 | 20-2542-323-00-79 | Repairs & Maint Buildings | 02/01/2023 | 1,000.00 | 20-2542-323-00-79 |
| 20232135 | 20-2542-390-00-79 | Other Purchased Service | 02/06/2023 | 17,627.00 | 20-2542-390-00-79 |
| 20232135 | | | 02/06/2023 | 0.00 | |
| | | | Total | \$19,428.00 | |



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|-----------------------------|--------------------------|------------------------|--------------|--------------------|--------------------------|
| Frank Cooney Company | | | | | |
| 20232072 | 10-2520-410-00-74-500-14 | Supplies Fiscal | 01/30/2023 | 3,784.48 | 10-2520-410-00-74-500-14 |
| | | | Total | \$3,784.48 | |
| General Parts LLC | | | | | |
| 23021707 | 10-2560-323-00-74-140-13 | Cafe Repairs Mackeben | 02/01/2023 | 1,250.00 | 10-2560-323-00-74-140-13 |
| 23021657 | 10-2560-323-00-71-100-13 | Cafe Repairs Leggee | 02/01/2023 | 1,250.00 | 10-2560-323-00-71-100-13 |
| 23021727 | 10-2560-323-00-74-210-13 | Cafe Repairs Heineman | 02/01/2023 | 1,250.00 | 10-2560-323-00-74-210-13 |
| 23021717 | 10-2560-323-00-74-150-13 | Cafe Repairs Conley | 02/01/2023 | 1,250.00 | 10-2560-323-00-74-150-13 |
| 23021677 | 10-2560-323-00-72-110-13 | Cafe Repairs Chesak | 02/01/2023 | 1,250.00 | 10-2560-323-00-72-110-13 |
| 23021687 | 10-2560-323-00-72-120-13 | Cafe Repairs Martin | 02/01/2023 | 1,250.00 | 10-2560-323-00-72-120-13 |
| 23021697 | 10-2560-323-00-72-220-13 | Cafe Repairs Marlowe | 02/01/2023 | 1,250.00 | 10-2560-323-00-72-220-13 |
| 23021667 | 10-2560-323-00-71-300-13 | Cafe Repairs HS | 02/01/2023 | 2,100.00 | 10-2560-323-00-71-300-13 |
| | | | Total | \$10,850.00 | |
| GFC Leasing WI | | | | | |
| 23020617 | 10-2900-325-00-79-600-14 | Copier Leases | 02/01/2023 | 6,421.44 | 10-2900-325-00-79-600-14 |
| | | | Total | \$6,421.44 | |
| Gordon Food Service | | | | | |
| 23021187 | 10-2560-410-00-72-120-13 | Cafe Supplies Martin | 02/01/2023 | 1,200.00 | 10-2560-410-00-72-120-13 |
| 23021207 | 10-2560-410-00-74-140-13 | Cafe Supplies Mackeben | 02/01/2023 | 800.00 | 10-2560-410-00-74-140-13 |
| 23021167 | 10-2560-410-00-71-300-13 | Cafe Supplies HS | 02/01/2023 | 6,000.00 | 10-2560-410-00-71-300-13 |
| 23021157 | 10-2560-410-00-71-100-13 | Cafe Supplies Leggee | 02/01/2023 | 1,200.00 | 10-2560-410-00-71-100-13 |
| 23021307 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 02/01/2023 | 17,000.00 | 10-2560-415-00-74-210-13 |
| 23021297 | 10-2560-415-00-74-150-13 | Cafe Food Conley | 02/01/2023 | 7,000.00 | 10-2560-415-00-74-150-13 |
| 23021177 | 10-2560-410-00-72-110-13 | Cafe Supplies Chesak | 02/01/2023 | 900.00 | 10-2560-410-00-72-110-13 |
| 23021237 | 10-2560-415-00-71-100-13 | Cafe Food Leggee | 02/01/2023 | 12,000.00 | 10-2560-415-00-71-100-13 |
| 23021247 | 10-2560-415-00-71-300-13 | Cafe Food HS | 02/01/2023 | 50,000.00 | 10-2560-415-00-71-300-13 |
| 23021257 | 10-2560-415-00-72-110-13 | Cafe Food Chesak | 02/01/2023 | 10,000.00 | 10-2560-415-00-72-110-13 |
| 23021197 | 10-2560-410-00-72-220-13 | Cafe Supplies Marlowe | 02/01/2023 | 2,200.00 | 10-2560-410-00-72-220-13 |
| 23021267 | 10-2560-415-00-72-120-13 | Cafe Food Martin | 02/01/2023 | 13,000.00 | 10-2560-415-00-72-120-13 |
| 23021277 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 02/01/2023 | 20,000.00 | 10-2560-415-00-72-220-13 |

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|-----------------------------------|--------------------------|-----------------------------|------------|-----------------|--------------------------|
| 23021227 | 10-2560-410-00-74-210-13 | Cafe Supplies Heineman | 02/01/2023 | 1,600.00 | 10-2560-410-00-74-210-13 |
| 23021287 | 10-2560-415-00-74-140-13 | Cafe Food Mackeben | 02/01/2023 | 7,000.00 | 10-2560-415-00-74-140-13 |
| 23021217 | 10-2560-410-00-74-150-13 | Cafe Supplies Conley | 02/01/2023 | 900.00 | 10-2560-410-00-74-150-13 |
| | | | | Total | \$150,800.00 |
| Grainger | | | | | |
| 23020107 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 500.00 | 20-2542-410-00-79 |
| | | | | Total | \$500.00 |
| GW Berkheimer Co Inc | | | | | |
| 20232148 | 20-2542-410-00-79 | Supplies B & G | 02/07/2023 | 399.37 | 20-2542-410-00-79 |
| | | | | Total | \$399.37 |
| Hershey Creamery Company | | | | | |
| 23021807 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 02/01/2023 | 2,000.00 | 10-2560-415-00-72-220-13 |
| 23021817 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 02/01/2023 | 2,000.00 | 10-2560-415-00-74-210-13 |
| 23021797 | 10-2560-415-00-71-300-13 | Cafe Food HS | 02/01/2023 | 2,000.00 | 10-2560-415-00-71-300-13 |
| | | | | Total | \$6,000.00 |
| Home Depot Credit Services | | | | | |
| 23020067 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 1,500.00 | 20-2542-410-00-79 |
| | | | | Total | \$1,500.00 |
| Home Juice Corp | | | | | |
| 23021787 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 02/01/2023 | 500.00 | 10-2560-415-00-74-210-13 |
| | | | | Total | \$500.00 |
| IESA | | | | | |
| 20232073 | 10-1500-640-00-72-220-13 | Sports Dues & Fees Marlowe | 01/30/2023 | 15.00 | 10-1500-640-00-72-220-13 |
| 20232074 | 10-1500-640-00-74-210-13 | Sports Dues & Fees Heineman | 01/30/2023 | 80.00 | 10-1500-640-00-74-210-13 |
| 20232074 | 10-1500-640-00-74-210-13 | Sports Dues & Fees Heineman | 01/30/2023 | 80.00 | 10-1500-640-00-74-210-13 |
| 20232073 | 10-1500-640-00-72-220-13 | Sports Dues & Fees Marlowe | 01/30/2023 | 75.00 | 10-1500-640-00-72-220-13 |

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|--|--------------------------|---------------------------|------------|-----------------|--------------------------|
| | | | | Total | \$250.00 |
| Illinois Department of Public Health | | | | | |
| 20232140 | 10-2130-390-00-79-600-14 | Purchased Services Health | 02/06/2023 | 400.00 | 10-2130-390-00-79-600-14 |
| | | | | Total | \$400.00 |
| Illinois Office of the State Fire Marshal | | | | | |
| 20232136 | 20-2542-390-00-79 | Other Purchased Service | 02/06/2023 | 210.00 | 20-2542-390-00-79 |
| | | | | Total | \$210.00 |
| Illinois Tollway Violation | | | | | |
| 20232067 | 40-2552-640-00-79 | Dues & Fees | 01/27/2023 | 45.60 | 40-2552-640-00-79 |
| | | | | Total | \$45.60 |
| Interstate Battery Center | | | | | |
| 23020077 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 200.00 | 20-2542-410-00-79 |
| | | | | Total | \$200.00 |
| Johnson Floor Co | | | | | |
| 20232082 | | | 02/01/2023 | 0.00 | |
| 20232082 | 20-2549-323-00-74-600 | Insurance Claim Repair | 02/01/2023 | 1,510.00 | 20-2549-323-00-74-600 |
| 20232082 | | | 02/01/2023 | 0.00 | |
| | | | | Total | \$1,510.00 |
| Jones School Supply | | | | | |
| 20232075 | 10-1120-410-00-74-210-13 | Inst Supplies Heineman | 01/30/2023 | 147.50 | 10-1120-410-00-74-210-13 |
| | | | | Total | \$147.50 |
| Kaye Products Inc | | | | | |
| 20232143 | | | 02/06/2023 | 0.00 | |
| 20232143 | 10-1100-410-72-79-600-14 | ARP IDEA Instruc Sup | 02/06/2023 | 0.00 | 10-1100-410-72-79-600-14 |
| 20232143 | 10-1100-410-72-79-600-14 | ARP IDEA Instruc Sup | 02/06/2023 | 147.61 | 10-1100-410-72-79-600-14 |

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|---|--------------------------|--------------------------------|------------|-----------------|--------------------------|
| | | | | Total | \$147.61 |
| Klein Thorpe & Jenkins Ltd | | | | | |
| 23021537 | 10-2310-318-00-74-500-14 | Legal Board | 02/01/2023 | 7,000.00 | 10-2310-318-00-74-500-14 |
| | | | | Total | \$7,000.00 |
| Leach Enterprises Inc | | | | | |
| 23020787 | 40-2554-410-00-79 | Fleet Supplies | 02/01/2023 | 3,000.00 | 40-2554-410-00-79 |
| | | | | Total | \$3,000.00 |
| Lincoln National Life | | | | | |
| 23020447 | 10-2310-220-00-79-600-14 | Support Serv-Gen Adm Insurance | 02/01/2023 | 30,000.00 | 10-2310-220-00-79-600-14 |
| | | | | Total | \$30,000.00 |
| Little City Foundation | | | | | |
| 20232133 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/06/2023 | 10,647.24 | 10-4220-670-00-79-600-14 |
| 20232068 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 01/27/2023 | 18,632.67 | 10-4220-670-00-79-600-14 |
| 20232068 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 01/27/2023 | 14,196.32 | 10-4220-670-00-79-600-14 |
| 20232133 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/06/2023 | 0.00 | 10-4220-670-00-79-600-14 |
| 20232068 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 01/27/2023 | 0.00 | 10-4220-670-00-79-600-14 |
| | | | | Total | \$43,476.23 |
| Marklund Children's Home | | | | | |
| 23020507 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 9,000.00 | 10-4220-670-00-79-600-14 |
| 23020507 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 9,000.00 | 10-4220-670-00-79-600-14 |
| 23020507 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 0.00 | 10-4220-670-00-79-600-14 |
| 23020507 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 0.00 | 10-4220-670-00-79-600-14 |
| 23020507 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 0.00 | 10-4220-670-00-79-600-14 |
| | | | | Total | \$18,000.00 |
| Maryville Academy (Psychiatric Hosp) | | | | | |
| 20232134 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/06/2023 | 1,661.72 | 10-4220-670-00-79-600-14 |

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|--------------|--------------------------|-----------------------|------------|--------------------|--------------------------|
| 20232134 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/06/2023 | 7,893.17 | 10-4220-670-00-79-600-14 |
| 20232134 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/06/2023 | 6,646.88 | 10-4220-670-00-79-600-14 |
| 20232134 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/06/2023 | 0.00 | 10-4220-670-00-79-600-14 |
| Total | | | | <u>\$16,201.77</u> | |

Math Modernist

| | | | | | |
|--------------|--------------------------|----------------------------|------------|--------------------|--------------------------|
| 20232146 | 10-1100-410-75-79-600-14 | ESSER III Instruc Supplies | 02/06/2023 | 3,995.00 | 10-1100-410-75-79-600-14 |
| 20232146 | 10-1100-410-75-79-600-14 | ESSER III Instruc Supplies | 02/06/2023 | 16,779.00 | 10-1100-410-75-79-600-14 |
| 20232146 | 10-1100-410-75-79-600-14 | ESSER III Instruc Supplies | 02/06/2023 | 15,980.00 | 10-1100-410-75-79-600-14 |
| 20232146 | 10-1100-410-75-79-600-14 | ESSER III Instruc Supplies | 02/06/2023 | 14,382.00 | 10-1100-410-75-79-600-14 |
| 20232146 | 10-1100-410-75-79-600-14 | ESSER III Instruc Supplies | 02/06/2023 | 3,196.00 | 10-1100-410-75-79-600-14 |
| 20232146 | 10-1100-410-75-79-600-14 | ESSER III Instruc Supplies | 02/06/2023 | 750.00 | 10-1100-410-75-79-600-14 |
| 20232146 | 10-1100-410-75-79-600-14 | ESSER III Instruc Supplies | 02/06/2023 | (6,072.40) | 10-1100-410-75-79-600-14 |
| 20232146 | 10-1100-410-75-79-600-14 | ESSER III Instruc Supplies | 02/06/2023 | 6,392.00 | 10-1100-410-75-79-600-14 |
| Total | | | | <u>\$55,401.60</u> | |

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McMaster Carr Supply Co

| | | | | | |
|--------------|-------------------|----------------|------------|-----------------|-------------------|
| 23020287 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 700.00 | 20-2542-410-00-79 |
| Total | | | | <u>\$700.00</u> | |

MDC Environmental Serv

| | | | | | |
|--------------|-------------------|--------------------------|------------|-------------------|-------------------|
| 23020117 | 20-2542-321-00-79 | Sanitation/Exterminating | 02/01/2023 | 3,195.10 | 20-2542-321-00-79 |
| Total | | | | <u>\$3,195.10</u> | |

Menards Inc

| | | | | | |
|--------------|-------------------|----------------|------------|-------------------|-------------------|
| 23020127 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 1,000.00 | 20-2542-410-00-79 |
| Total | | | | <u>\$1,000.00</u> | |

Mesirow Insurance Services Inc

| | | | | | |
|--------------|--------------------------|----------------------------|------------|--------------------|--------------------------|
| 23020467 | 10-1100-220-00-79-600-14 | Regular Programs Insurance | 02/01/2023 | 16,500.00 | 10-1100-220-00-79-600-14 |
| Total | | | | <u>\$16,500.00</u> | |

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|-------------------------|--------------------------|----------------------------|------------|--------------------|--------------------------|
| 23021597 | 10-1100-220-00-79-600-14 | Regular Programs Insurance | 02/01/2023 | 75,000.00 | 10-1100-220-00-79-600-14 |
| | | Total | | \$75,000.00 | |
| Metro Prep | | | | | |
| 23021958 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 12,000.00 | 10-4220-670-00-79-600-14 |
| | | Total | | \$12,000.00 | |
| MidAmerica Books | | | | | |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 29.94 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 4.99 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 14.97 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 14.97 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 9.98 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 14.97 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 24.95 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 29.94 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 24.95 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 39.92 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 69.86 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 29.94 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 4.99 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 90.32 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 4.99 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 29.94 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 4.99 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 4.99 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 4.99 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 14.97 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 24.95 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 44.91 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 4.99 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 19.96 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 29.94 | 10-2220-430-00-71-100-13 |



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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|----------------------------------|--------------------------|--------------------------------|------------|-------------------|--------------------------|
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 24.95 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 9.98 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 29.94 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 4.99 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 4.99 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 9.98 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 4.99 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 24.95 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 19.96 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 9.98 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 29.94 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 14.97 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 19.96 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 29.94 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 24.95 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 24.95 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 9.98 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 24.95 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 4.99 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 14.97 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 24.95 | 10-2220-430-00-71-100-13 |
| 20232080 | 10-2220-430-00-71-100-13 | Media Center Leggee | 02/01/2023 | 29.94 | 10-2220-430-00-71-100-13 |
| Total | | | | \$993.51 | |
| Midland Paper | | | | | |
| 20232081 | 10-2410-410-00-72-220-14 | Copier Paper & Toner Marlowe | 02/01/2023 | 3,555.20 | 10-2410-410-00-72-220-14 |
| 20232077 | 10-2900-410-00-79-600-14 | Copier Paper & Toner DO | 02/01/2023 | 1,740.00 | 10-2900-410-00-79-600-14 |
| Total | | | | \$5,295.20 | |
| Midwest Computer Products | | | | | |
| 20232127 | | | 02/06/2023 | 0.00 | |
| 20232127 | | | 02/06/2023 | 0.00 | |
| 20232127 | 10-1200-710-92-79-600-14 | IDEA Instructional Non-Cap Eqp | 02/06/2023 | 0.00 | 10-1200-710-92-79-600-14 |



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|--|--------------------------|--------------------------------|--------------|--------------------|--------------------------|
| 20232125 | | | 02/06/2023 | 0.00 | |
| 20232126 | | | 02/06/2023 | 0.00 | |
| 20232126 | | | 02/06/2023 | 0.00 | |
| 20232126 | 10-1200-710-92-79-600-14 | IDEA Instructional Non-Cap Eqp | 02/06/2023 | 12,975.54 | 10-1200-710-92-79-600-14 |
| 20232126 | 10-1200-710-92-79-600-14 | IDEA Instructional Non-Cap Eqp | 02/06/2023 | 0.00 | 10-1200-710-92-79-600-14 |
| 20232125 | | | 02/06/2023 | 0.00 | |
| 20232125 | 10-1200-710-92-79-600-14 | IDEA Instructional Non-Cap Eqp | 02/06/2023 | 25,951.08 | 10-1200-710-92-79-600-14 |
| 20232125 | 10-1200-710-92-79-600-14 | IDEA Instructional Non-Cap Eqp | 02/06/2023 | 0.00 | 10-1200-710-92-79-600-14 |
| 20232127 | 10-1200-710-92-79-600-14 | IDEA Instructional Non-Cap Eqp | 02/06/2023 | 12,975.54 | 10-1200-710-92-79-600-14 |
| | | | Total | \$51,902.16 | |
| Miller Hall & Triggs LLC | | | | | |
| 23021527 | 10-2310-318-00-74-500-14 | Legal Board | 02/01/2023 | 8,000.00 | 10-2310-318-00-74-500-14 |
| | | | Total | \$8,000.00 | 45 |
| Morkes Chocolates of Huntley | | | | | |
| 20232147 | 10-2213-415-00-74-500-14 | Staff Dev Supplies 6-12 | 02/07/2023 | 373.75 | 10-2213-415-00-74-500-14 |
| 20232147 | 10-2213-415-00-74-500-14 | Staff Dev Supplies 6-12 | 02/07/2023 | 323.75 | 10-2213-415-00-74-500-14 |
| 20232147 | 10-2213-415-00-74-500-14 | Staff Dev Supplies 6-12 | 02/07/2023 | 25.00 | 10-2213-415-00-74-500-14 |
| | | | Total | \$722.50 | |
| NCS Pearson Inc. | | | | | |
| 20232069 | | | 01/27/2023 | 0.00 | |
| 20232069 | 10-2230-312-00-79-600-25 | Testing/Assessment PK-5 | 01/27/2023 | 15,187.50 | 10-2230-312-00-79-600-25 |
| 20232069 | 10-2230-312-00-79-600-14 | Testing/Assessment 6-12 | 01/27/2023 | 7,593.75 | 10-2230-312-00-79-600-14 |
| | | | Total | \$22,781.25 | |
| Neuco | | | | | |
| 23020147 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 1,000.00 | 20-2542-410-00-79 |
| | | | Total | \$1,000.00 | |
| New England Center for Children | | | | | |
| 23021057 | 10-1200-310-92-79-600-14 | IDEA General Purchased Service | 02/01/2023 | 733.95 | 10-1200-310-92-79-600-14 |



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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---|--------------------------|-----------------------------|------------|-----------------|--------------------------|
| | | | | Total | \$733.95 |
| New York Blower Co | | | | | |
| 20232123 | 20-2542-410-00-79 | Supplies B & G | 02/06/2023 | 6,849.75 | 20-2542-410-00-79 |
| 20232123 | 20-2542-410-00-79 | Supplies B & G | 02/06/2023 | 220.00 | 20-2542-410-00-79 |
| | | | | Total | \$7,069.75 |
| North American Corporation | | | | | |
| 23020017 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 12,000.00 | 20-2542-410-00-79 |
| | | | | Total | \$12,000.00 |
| Northwestern Medicine | | | | | |
| 23021547 | 10-2130-220-00-79-600-14 | Health Services Insurance | 02/01/2023 | 2,000.00 | 10-2130-220-00-79-600-14 |
| 23021547 | 10-2642-390-00-74-500-14 | Purchased Service Human Res | 02/01/2023 | 250.00 | 10-2642-390-00-74-500-14 |
| | | | | Total | \$2,250.00 |
| ODP Business Solutions | | | | | |
| 23020167 | 20-2540-410-00-79 | Office Supplies B & G | 02/01/2023 | 187.50 | 20-2540-410-00-79 |
| | | | | Total | \$187.50 |
| Omni Commercial Lighting Service | | | | | |
| 23020177 | 20-2542-323-00-79 | Repairs & Maint Buildings | 02/01/2023 | 1,000.00 | 20-2542-323-00-79 |
| | | | | Total | \$1,000.00 |
| Ottosen DiNolfo Hasenbalg & Castaldo Ltd | | | | | |
| 20232090 | 10-2642-640-00-74-500-14 | Dues & Fees Human Res | 02/03/2023 | 2,068.00 | 10-2642-640-00-74-500-14 |
| 20232090 | 10-2642-640-00-74-500-14 | Dues & Fees Human Res | 02/03/2023 | 752.00 | 10-2642-640-00-74-500-14 |
| 23020797 | 10-2310-318-00-74-500-14 | Legal Board | 02/01/2023 | 3,000.00 | 10-2310-318-00-74-500-14 |
| | | | | Total | \$5,820.00 |
| P & M Distributors Inc | | | | | |
| 20232070 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 01/27/2023 | 337.80 | 10-2560-415-00-74-210-13 |



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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--------------------------------------|--------------------------|--------------------------------|------------|-----------------|--------------------------|
| | | | | Total | \$337.80 |
| Partnering for Prevention LLC | | | | | |
| 23021777 | 10-2120-310-75-79-600-14 | ESSER III Guidance Pur Svc | 02/01/2023 | 8,000.00 | 10-2120-310-75-79-600-14 |
| 23021767 | 10-1500-390-00-71-300-13 | Student Drug Testing | 02/01/2023 | 3,150.00 | 10-1500-390-00-71-300-13 |
| | | | | Total | \$11,150.00 |
| Pepsi-Cola Gen Bot Inc | | | | | |
| 23021487 | 10-2560-415-00-71-300-13 | Cafe Food HS | 02/01/2023 | 7,500.00 | 10-2560-415-00-71-300-13 |
| | | | | Total | \$7,500.00 |
| Perspectives Ltd | | | | | |
| 23020277 | 10-2510-220-00-79-600-14 | Direction of Business Serv Ins | 02/01/2023 | 1,326.00 | 10-2510-220-00-79-600-14 |
| | | | | Total | \$1,326.00 |
| PlumbMaster Inc | | | | | |
| 20232078 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 38.10 | 20-2542-410-00-79 |
| | | | | Total | \$38.10 |
| Pomps Tire Service Inc | | | | | |
| 23020837 | 40-2554-410-00-79 | Fleet Supplies | 02/01/2023 | 3,400.00 | 40-2554-410-00-79 |
| | | | | Total | \$3,400.00 |
| Pro Com Systems Inc | | | | | |
| 23020557 | 10-2660-390-00-79-600-14 | Purchased Service Technology | 02/01/2023 | 2,000.00 | 10-2660-390-00-79-600-14 |
| | | | | Total | \$2,000.00 |
| Revtrak, Inc. | | | | | |
| 23020487 | 10-2523-319-00-79-600-14 | Banking Fees | 02/01/2023 | 10,000.00 | 10-2523-319-00-79-600-14 |
| | | | | Total | \$10,000.00 |
| Rockford Public Schools | | | | | |

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|---|--------------------------|---------------------------|------------|-----------------|--------------------------|
| 20232141 | 10-4210-670-00-79-600-14 | Reg Ed Out of District | 02/06/2023 | 1,307.81 | 10-4210-670-00-79-600-14 |
| | | | | Total | \$1,307.81 |
| Route 47 Taxi Transportation Inc | | | | | |
| 20232091 | 40-2552-331-00-79 | Contracted Transportation | 02/03/2023 | 5,600.00 | 40-2552-331-00-79 |
| | | | | Total | \$5,600.00 |
| Rush Truck Center Huntley | | | | | |
| 23020747 | 40-2554-410-00-79 | Fleet Supplies | 02/01/2023 | 5,000.00 | 40-2554-410-00-79 |
| 23020737 | 40-2550-323-00-79 | Repairs and Maintenance | 02/01/2023 | 2,000.00 | 40-2550-323-00-79 |
| | | | | Total | \$7,000.00 |
| Safety Kleen Systems Inc | | | | | |
| 23021067 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 200.00 | 40-2550-310-00-79 |
| | | | | Total | \$200.00 |
| Safeway Tuckpointing Co | | | | | |
| 20232079 | 20-2549-323-00-74-600 | Insurance Claim Repair | 02/01/2023 | 1,249.00 | 20-2549-323-00-74-600 |
| 20232079 | 20-2542-323-00-79 | Repairs & Maint Buildings | 02/01/2023 | 389.00 | 20-2542-323-00-79 |
| | | | | Total | \$1,638.00 |
| School Health Corporation | | | | | |
| 20232085 | 10-2130-410-00-79-600-14 | Supplies Health | 02/01/2023 | 12.95 | 10-2130-410-00-79-600-14 |
| 20232085 | 10-2130-410-00-79-600-14 | Supplies Health | 02/01/2023 | 0.00 | 10-2130-410-00-79-600-14 |
| 20232085 | 10-2130-410-00-79-600-14 | Supplies Health | 02/01/2023 | 8.61 | 10-2130-410-00-79-600-14 |
| 20232085 | 10-2130-410-00-79-600-14 | Supplies Health | 02/01/2023 | 0.00 | 10-2130-410-00-79-600-14 |
| 20232128 | | | 02/06/2023 | 0.00 | |
| 20232085 | 10-2130-410-00-79-600-14 | Supplies Health | 02/01/2023 | 7.47 | 10-2130-410-00-79-600-14 |
| 20232128 | 10-1200-410-66-71-300-13 | STEP Supplies | 02/06/2023 | 26.38 | 10-1200-410-66-71-300-13 |
| 20232128 | 10-1200-410-66-71-300-13 | STEP Supplies | 02/06/2023 | 0.00 | 10-1200-410-66-71-300-13 |
| | | | | Total | \$55.41 |
| Schoolbells Ltd | | | | | |



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|------------------------------------|--------------------------|---------------------------|------------|-----------------|--------------------------|
| 20232093 | 40-2552-331-00-79 | Contracted Transportation | 02/03/2023 | 50,552.00 | 40-2552-331-00-79 |
| | | | | Total | \$50,552.00 |
| Schuring & Schuring Inc | | | | | |
| 23021397 | 10-2560-415-97-79-600-14 | All Children Snacks | 02/01/2023 | 150.00 | 10-2560-415-97-79-600-14 |
| 23021387 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 02/01/2023 | 4,000.00 | 10-2560-415-00-74-210-13 |
| 23021377 | 10-2560-415-00-74-150-13 | Cafe Food Conley | 02/01/2023 | 5,000.00 | 10-2560-415-00-74-150-13 |
| 23021367 | 10-2560-415-00-74-140-13 | Cafe Food Mackeben | 02/01/2023 | 5,000.00 | 10-2560-415-00-74-140-13 |
| 23021374 | 10-2560-415-00-72-120-13 | Cafe Food Martin | 02/01/2023 | 8,000.00 | 10-2560-415-00-72-120-13 |
| 23021327 | 10-2560-415-00-71-300-13 | Cafe Food HS | 02/01/2023 | 7,000.00 | 10-2560-415-00-71-300-13 |
| 23021317 | 10-2560-415-00-71-100-13 | Cafe Food Leggee | 02/01/2023 | 6,000.00 | 10-2560-415-00-71-100-13 |
| 23021373 | 10-2560-415-00-72-110-13 | Cafe Food Chesak | 02/01/2023 | 8,000.00 | 10-2560-415-00-72-110-13 |
| 23021375 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 02/01/2023 | 4,000.00 | 10-2560-415-00-72-220-13 |
| | | | | Total | \$47,150.00 |
| Secretary of State 12 | | | | | |
| 23020957 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | | Total | \$4.00 |
| Secretary of State 11 | | | | | |
| 23020947 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | | Total | \$4.00 |
| Secretary of State 13 | | | | | |
| 23020967 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | | Total | \$4.00 |
| Secretary of State 14 | | | | | |
| 23020977 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | | Total | \$4.00 |
| Secretary of State 15 | | | | | |

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|------------------------------|-------------------|---------------------------|------------|-----------------|----------------------|
| 23020987 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | Total | | <u>4.00</u> | |
| Secretary of State 16 | | | | | |
| 23020997 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | Total | | <u>4.00</u> | |
| Secretary of State 17 | | | | | |
| 23021007 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | Total | | <u>4.00</u> | |
| Secretary of State 18 | | | | | |
| 23021017 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | Total | | <u>4.00</u> | 50 |
| Secretary of State 19 | | | | | |
| 23021027 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | Total | | <u>4.00</u> | |
| Secretary of State 20 | | | | | |
| 23021037 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | Total | | <u>4.00</u> | |
| Secretary of State10 | | | | | |
| 23020937 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | Total | | <u>4.00</u> | |
| Secretary of State1 | | | | | |
| 23020847 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | Total | | <u>4.00</u> | |
| Secretary of State2 | | | | | |



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|----------------------------|-------------------|---------------------------|--------------|-----------------|----------------------|
| 23020857 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>4.00</u> | |
| Secretary of State3 | | | | | |
| 23020867 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>4.00</u> | |
| Secretary of State4 | | | | | |
| 23020877 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>4.00</u> | |
| Secretary of State5 | | | | | |
| 23020887 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>4.00</u> | 51 |
| Secretary of State6 | | | | | |
| 23020897 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>4.00</u> | |
| Secretary of State7 | | | | | |
| 23020907 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>4.00</u> | |
| Secretary of State8 | | | | | |
| 23020917 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>4.00</u> | |
| Secretary of State9 | | | | | |
| 23020927 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/01/2023 | 4.00 | 40-2550-310-00-79 |
| | | | Total | <u>4.00</u> | |

Soliant Health Inc



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|----------------------------------|--------------------------|-------------------------------|------------|--------------------|--------------------------|
| 23020527 | 10-1101-310-00-79-605-14 | Substitute Teacher-Contracted | 02/01/2023 | 50,000.00 | 10-1101-310-00-79-605-14 |
| | | Total | | \$50,000.00 | |
| South Campus | | | | | |
| 23021961 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 9,000.00 | 10-4220-670-00-79-600-14 |
| | | Total | | \$9,000.00 | |
| Spotter Staffing LLC | | | | | |
| 23020647 | 10-1101-310-00-79-605-14 | Substitute Teacher-Contracted | 02/01/2023 | 20,000.00 | 10-1101-310-00-79-605-14 |
| | | Total | | \$20,000.00 | |
| Steiner Electric Company | | | | | |
| 23021637 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 1,000.00 | 20-2542-410-00-79 |
| | | Total | | \$1,000.00 | 52 |
| Stepping Stones Group | | | | | |
| 23021960 | 10-1101-310-00-79-605-14 | Substitute Teacher-Contracted | 02/01/2023 | 30,000.00 | 10-1101-310-00-79-605-14 |
| | | Total | | \$30,000.00 | |
| Sunbelt Staffing LLC | | | | | |
| 23020537 | 10-1101-310-00-79-605-14 | Substitute Teacher-Contracted | 02/01/2023 | 30,000.00 | 10-1101-310-00-79-605-14 |
| | | Total | | \$30,000.00 | |
| Talerico Martin Corp | | | | | |
| 23020378 | 10-2560-415-00-71-300-13 | Cafe Food HS | 02/01/2023 | 10,000.00 | 10-2560-415-00-71-300-13 |
| 23020387 | 10-2560-415-00-72-220-13 | Cafe Food Marlowe | 02/01/2023 | 1,000.00 | 10-2560-415-00-72-220-13 |
| 23020377 | 10-2560-415-00-74-210-13 | Cafe Food Heineman | 02/01/2023 | 1,000.00 | 10-2560-415-00-74-210-13 |
| | | Total | | \$12,000.00 | |
| Tennant Sales and Service | | | | | |
| 20232087 | | | 02/03/2023 | 0.00 | |
| 20232087 | 20-2542-410-00-79 | Supplies B & G | 02/03/2023 | 840.00 | 20-2542-410-00-79 |



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|--|--------------------------|-------------------------------|------------|-----------------|--------------------------|
| | | | | Total | \$840.00 |
| The Center / Resources for | | | | | |
| 20232086 | 10-2212-314-83-79-505-14 | Title II Prof Development | 02/03/2023 | 12,400.00 | 10-2212-314-83-79-505-14 |
| 20232086 | 10-2212-314-83-79-505-14 | Title II Prof Development | 02/03/2023 | 11,400.00 | 10-2212-314-83-79-505-14 |
| | | | | Total | \$23,800.00 |
| Therapy Staff Aequor Healthcare | | | | | |
| 23020547 | 10-1101-310-00-79-605-14 | Substitute Teacher-Contracted | 02/01/2023 | 20,000.00 | 10-1101-310-00-79-605-14 |
| | | | | Total | \$20,000.00 |
| Thomson Reuters | | | | | |
| 23020307 | 10-2660-470-00-79-600-14 | Software Technology | 02/01/2023 | 1,066.12 | 10-2660-470-00-79-600-14 |
| | | | | Total | \$1,066.12 |
| T-Mobile | | | | | |
| 23020357 | 20-2540-340-00-79 | Telephone - Districtwide | 02/01/2023 | 6,000.00 | 20-2540-340-00-79 |
| | | | | Total | \$6,000.00 |
| Turfix | | | | | |
| 20232088 | | | 02/03/2023 | 0.00 | |
| 20232088 | 20-2543-323-00-79 | Repairs-Grounds | 02/03/2023 | 6,000.00 | 20-2543-323-00-79 |
| | | | | Total | \$6,000.00 |
| Tyler Technologies Inc | | | | | |
| 20232094 | 40-2550-310-00-79 | Prof & Tech Service Trans | 02/03/2023 | 38,494.22 | 40-2550-310-00-79 |
| | | | | Total | \$38,494.22 |
| Uline | | | | | |
| 20232095 | 20-2542-410-00-79 | Supplies B & G | 02/03/2023 | 380.10 | 20-2542-410-00-79 |
| 20232095 | | | 02/03/2023 | 0.00 | |
| | | | | Total | \$380.10 |

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Huntley Community School District 158

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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|-------------------------------------|--------------------------|--------------------------------|--------------|--------------------|--------------------------|
| Verizon Wireless | | | | | |
| 23021607 | 20-2540-340-00-79 | Telephone - Districtwide | 02/01/2023 | 7,000.00 | 20-2540-340-00-79 |
| | | | Total | \$7,000.00 | |
| VILLAGE OF ALGONQUIN | | | | | |
| 23020137 | 20-2546-310-00-71-305 | Resource Officer | 02/01/2023 | 9,807.48 | 20-2546-310-00-71-305 |
| | | | Total | \$9,807.48 | |
| Village of Huntley | | | | | |
| 23021517 | 20-2546-310-00-71-305 | Resource Officer | 02/01/2023 | 6,201.67 | 20-2546-310-00-71-305 |
| | | | Total | \$6,201.67 | |
| Village of Lake in the Hills | | | | | |
| 23020687 | 20-2546-310-00-71-305 | Resource Officer | 02/01/2023 | 6,527.00 | 20-2546-310-00-71-305 |
| | | | Total | \$6,527.00 | |
| Virtual Connections Academy | | | | | |
| 23021757 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 15,000.00 | 10-4220-670-00-79-600-14 |
| | | | Total | \$15,000.00 | |
| VSP of Illinois NFP | | | | | |
| 23020457 | 10-2310-220-00-79-600-14 | Support Serv-Gen Adm Insurance | 02/01/2023 | 8,000.00 | 10-2310-220-00-79-600-14 |
| | | | Total | \$8,000.00 | |
| WEX BANK | | | | | |
| 23020777 | 10-1700-464-21-71-300-13 | Driver Education Gasoline | 02/01/2023 | 2,000.00 | 10-1700-464-21-71-300-13 |
| 23020767 | 40-2552-464-00-79 | Diesel/Gasoline | 02/01/2023 | 300.00 | 40-2552-464-00-79 |
| 23020777 | 10-1500-332-00-71-300-13 | Athletic Trips HS | 02/01/2023 | 500.00 | 10-1500-332-00-71-300-13 |
| | | | Total | \$2,800.00 | |
| Wilson Language Training | | | | | |

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

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| P.O. # | Account Number | Account# Description | P.O. Date | Original Amount | State Account Number |
|---------------------------------------|--------------------------|----------------------------|--------------|------------------------------|--------------------------|
| 20232129 | | | 02/06/2023 | 0.00 | |
| 20232129 | 10-1100-410-72-79-600-14 | ARP IDEA Instruc Sup | 02/06/2023 | 715.00 | 10-1100-410-72-79-600-14 |
| 20232129 | 10-1100-410-72-79-600-14 | ARP IDEA Instruc Sup | 02/06/2023 | 0.00 | 10-1100-410-72-79-600-14 |
| 20232129 | | | 02/06/2023 | 0.00 | |
| | | | Total | <u>\$715.00</u> | |
| Winston Knolls Education Group | | | | | |
| 23021747 | 10-4220-670-00-79-600-14 | Sp Ed Private Tuition | 02/01/2023 | 6,500.00 | 10-4220-670-00-79-600-14 |
| | | | Total | <u>\$6,500.00</u> | |
| Wold Architects and Engineers | | | | | |
| 20232084 | 20-2540-310-00-79 | Professional & Technical | 02/01/2023 | 10,000.00 | 20-2540-310-00-79 |
| 20232084 | 20-2540-310-00-79 | Professional & Technical | 02/01/2023 | 500.00 | 20-2540-310-00-79 |
| | | | Total | <u>\$10,500.00</u> | 55 |
| Zero Card | | | | | |
| 23020477 | 10-1100-220-00-79-600-14 | Regular Programs Insurance | 02/01/2023 | 2,500.00 | 10-1100-220-00-79-600-14 |
| | | | Total | <u>\$2,500.00</u> | |
| Zieglers Ace Hardware | | | | | |
| 23021047 | 40-2554-410-00-79 | Fleet Supplies | 02/01/2023 | 100.00 | 40-2554-410-00-79 |
| 23020267 | 20-2542-410-00-79 | Supplies B & G | 02/01/2023 | 300.00 | 20-2542-410-00-79 |
| | | | Total | <u>\$400.00</u> | |
| | | | Total | <u><u>\$2,685,223.78</u></u> | |



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: February 9, 2023

Subject: **Supplemental Accounts Payable Report**
Board of Education Meeting, February 9, 2023
Action Items

The following is an updated executive summary of the attached report titled “Accounts Payable” which is a listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration is requesting Board Approval to issue payment:

| | | |
|---|----|------------------|
| Education Fund | \$ | 21,176.21 |
| Operations & Maintenance Fund | | 323.81 |
| Debt Service Fund | | 0.00 |
| Transporation Fund | | 0.00 |
| Municipal Retirement and Social Security Fund | | 0.00 |
| Capital Projects Fund | | 0.00 |
| Working Cash Fund | | 0.00 |
| Fire Prevention and Safety Fund | | 0.00 |
| Total | \$ | <u>21,500.02</u> |

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Accounts Payable Report at the February 9, 2023 Regular Board meeting.



Huntley Community School District 158

Accounts Payable Report

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| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|------------------------------------|--------------------------|---|------------|-----------------|--------------------------|
| Alonso, Ciara - 1233400076 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$390.00</u> | |
| Barnec, Olivia - 1233400077 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$390.00</u> | |
| Basargin, Beth - 1233398634 | 10-1200-310-92-79-600-14 | December 2022 Mileage Vision Services | | 114.38 | 10-1200-310-92-79-600-14 |
| | | | | <u>\$114.38</u> | |
| Bergren, Elizabeth - 1233399022 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$390.00</u> | |
| Bolt, Amanda - 1233396591 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$390.00</u> | |
| Browne, Jenni - 123335063 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$780.00</u> | |
| Budzynski, Christopher - 123337794 | 10-2660-332-00-79-600-14 | Travel Technology-December 2022 Mileage | | 28.75 | 10-2660-332-00-79-600-14 |
| | 10-2660-332-00-79-600-14 | Travel Technology-January 2023 Mileage | | 23.71 | 10-2660-332-00-79-600-14 |
| | | | | <u>\$52.46</u> | |
| Colantonio, Abbe - 1233400259 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$780.00</u> | |
| Cornett, Brenda - 1233400062 | 10-1200-310-66-71-300-13 | January 2023 Mileage | | 113.90 | 10-1200-310-66-71-300-13 |
| | | | | <u>\$113.90</u> | |
| Dabe, Aimee - 1233400268 | | | | | |



Huntley Community School District 158

Accounts Payable Report

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| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|----------------------------------|--------------------------|---|------------|-----------------|--------------------------|
| | 10-1100-211-00-79-600-14 | January 2023 Mileage | | 12.18 | 10-1100-211-00-79-600-14 |
| | | | | <u>\$12.18</u> | |
| del Castillo, Rocio - 1233397109 | | | | | |
| | 10-2213-332-00-79-600-14 | BBVA Hotel Victoria | | 127.99 | 10-2213-332-00-79-600-14 |
| | 10-2213-332-00-79-600-14 | BBVA Hotel Victoria | | 28.26 | 10-2213-332-00-79-600-14 |
| | 10-2213-332-00-79-600-14 | BBVA Hotel Victoria | | 77.37 | 10-2213-332-00-79-600-14 |
| | 10-2213-332-00-79-600-14 | Secure wrap GDL airport books bag | | 35.79 | 10-2213-332-00-79-600-14 |
| | 10-2213-332-00-79-600-14 | UA - Second bag check fee - Books bag | | 62.40 | 10-2213-332-00-79-600-14 |
| | | | | <u>\$331.81</u> | |
| Disabato, Amy - 123338973 | | | | | |
| | 10-1100-410-72-79-600-14 | Walmart art and reinforcers | | 62.47 | 10-1100-410-72-79-600-14 |
| | 10-1100-410-72-79-600-14 | Jewel - Cooking supplies | | 63.37 | 10-1100-410-72-79-600-14 |
| | 10-1100-410-72-79-600-14 | Jewel - Reinforcers | | 120.87 | 10-1100-410-72-79-600-14 |
| | | | | <u>\$246.71</u> | |
| Drafall, Tara - 1233400260 | | | | | |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 165.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$165.00</u> | |
| Elder, Matthew - 32482 | | | | | |
| | 10-1120-410-13-72-220-06 | Marlowe Science Supplies -Reimbursement popcorn | | 19.96 | 10-1120-410-13-72-220-06 |
| | | | | <u>\$19.96</u> | |
| Escatel, Eduardo - 1233399734 | | | | | |
| | 10-2520-332-00-74-500-14 | December 2022 Mileage | | 35.00 | 10-2520-332-00-74-500-14 |
| | 10-2520-332-00-74-500-14 | January 2023 Mileage | | 47.16 | 10-2520-332-00-74-500-14 |
| | | | | <u>\$82.16</u> | |
| Escudero, Michelle - 1233399849 | | | | | |
| | 10-2561-332-00-79-605-14 | Dir Food Service Travel-JAN 2023 MILEAGE | | 37.50 | 10-2561-332-00-79-605-14 |
| | | | | <u>\$37.50</u> | |
| Fabis, Tammra - 31718 | | | | | |
| | 10-2560-410-00-72-120-13 | Walmart - light bulb for walk-in cooler | | 14.98 | 10-2560-410-00-72-120-13 |
| | 10-2560-410-00-72-120-13 | Starbucks - Staff appreciation coffee | | 24.25 | 10-2560-410-00-72-120-13 |
| | | | | <u>\$39.23</u> | |

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Huntley Community School District 158

Accounts Payable Report

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| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|---------------------------------|--------------------------|---|------------|-------------------|--------------------------|
| Feld, Rebecca - 1233400261 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$1,170.00</u> | |
| Forbes, Mark - 123334790 | 20-2540-332-00-79 | January 2023 Mileage | | 29.61 | 20-2540-332-00-79 |
| | | | | <u>\$29.61</u> | |
| Frett, Bree - 1233398070 | 10-2210-640-92-79-605-14 | ASHA 2023 Membership Dues | | 225.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$225.00</u> | |
| Gallagher, Dean - 123334687 | 10-1543-310-00-71-305-13 | Activities Judges/Officials @ Glenbrook N 1/28/23 | | 75.00 | 10-1543-310-00-71-305-13 |
| | | | | <u>\$75.00</u> | |
| Galloway, Emily - 1233397897 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$390.00</u> | |
| Gore, Rita - 123336843 | 10-2520-332-00-74-500-14 | Daily Travel from Conley to Chesak-OCT/22 | | 32.50 | 10-2520-332-00-74-500-14 |
| | 10-2520-332-00-74-500-14 | Daily Travel from Conley to Chesak-NOV/22 | | 17.50 | 10-2520-332-00-74-500-14 |
| | 10-2520-332-00-74-500-14 | January 2023 Mileage | | 39.30 | 10-2520-332-00-74-500-14 |
| | | | | <u>\$89.30</u> | |
| Gullifor, Kateri - 123339409 | 10-1200-310-92-79-600-14 | January 2023 Mileage | | 165.65 | 10-1200-310-92-79-600-14 |
| | | | | <u>\$165.65</u> | |
| Heide, Kelsie - 1233400072 | 10-2560-410-00-74-140-13 | ServSafe Managers Certificate | | 135.00 | 10-2560-410-00-74-140-13 |
| | | | | <u>\$135.00</u> | |
| Horndasch, Jessica - 1233399775 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |

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Huntley Community School District 158

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| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
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| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2210-640-92-79-605-14 | ASHA 2023 Membership Dues | | 225.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$1,395.00</u> | |
| Kaffel, Emily - 1233396494 | | | | | |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$1,170.00</u> | |
| Kehler, Jessica - 1233397792 | | | | | |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 375.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$375.00</u> | |
| Kelley, Joan - 1233399090 | | | | | |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 165.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$165.00</u> | |
| Kelly, Jill - 123338719 | | | | | |
| | 10-1200-310-92-79-600-14 | January 2023 Mileage | | 86.33 | 10-1200-310-92-79-600-14 |
| | | | | <u>\$86.33</u> | |
| Komos, Laura - 32508 | | | | | |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$390.00</u> | |
| Kopp, Emily - 1233400074 | | | | | |
| | 10-2520-332-00-74-500-14 | January 2023 Mileage | | 70.74 | 10-2520-332-00-74-500-14 |
| | | | | <u>\$70.74</u> | |
| Kubitz, Laura - 123339077 | | | | | |
| | 10-2210-640-92-79-605-14 | ASHA 2023 Membership Dues | | 225.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$225.00</u> | |
| Kuhn, Gregory - 1233399754 | | | | | |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$780.00</u> | |
| Lombard, Jessica - 32232 | | | | | |



Huntley Community School District 158

Accounts Payable Report

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| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|-------------------------------------|--------------------------|---|------------|-----------------|--------------------------|
| | 10-2321-332-00-74-500-14 | Travel Supt-January 2023 Mileage | | 66.81 | 10-2321-332-00-74-500-14 |
| | | | | <u>\$66.81</u> | |
| Mangan, Michelle - 1233400262 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$780.00</u> | |
| McLaughlin, Julie - 123336939 | 10-1100-423-00-74-500-25 | Target - Bookshelf for math leader supplies | | 50.00 | 10-1100-423-00-74-500-25 |
| | 10-1100-423-00-74-500-25 | Target - Decorative bins for math leader supplies | | 20.00 | 10-1100-423-00-74-500-25 |
| | | | | <u>\$70.00</u> | |
| Milbratz, Thomas - 1233400079 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$390.00</u> | |
| Moran, Tonya - 123336334 | 10-2210-310-72-79-600-14 | ASHA 2023 Membership Dues | | 225.00 | 10-2210-310-72-79-600-14 |
| | | | | <u>\$225.00</u> | |
| Neilson, Evan - 1233400189 | 10-1543-310-00-71-305-13 | Activities Judges/Officials @ Glenbrook N 1/28/23 | | 75.00 | 10-1543-310-00-71-305-13 |
| | | | | <u>\$75.00</u> | |
| Neuzil, William - 123338235 | 20-2542-410-00-79 | Reimburse for work boots | | 100.00 | 20-2542-410-00-79 |
| | | | | <u>\$100.00</u> | |
| Norton, Gina - 1233399615 | 10-1200-310-66-71-300-13 | January 2023 Mileage | | 115.15 | 10-1200-310-66-71-300-13 |
| | | | | <u>\$115.15</u> | |
| Poncio Jordan, Johanna - 1233399020 | 10-2213-415-00-79-600-14 | Bankok Thai & Sushi for 3 staff memebers | | 71.56 | 10-2213-415-00-79-600-14 |
| | | | | <u>\$71.56</u> | |
| Redden, Scott - 1233399930 | 20-2540-332-00-79 | January 2023 Mileage | | 13.03 | 20-2540-332-00-79 |

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| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|----------------------------------|--------------------------|---|------------|------------|--------------------------|
| | | | | \$13.03 | |
| Reed, Richard - 1233398410 | 10-2561-332-00-79-605-14 | Dir Food Service Travel-JAN 2023 MILEAGE | | 88.42 | 10-2561-332-00-79-605-14 |
| | | | | \$88.42 | |
| Renkosik, Doug - 28443 | 20-2540-332-00-79 | January 2023 Mileage | | 93.67 | 20-2540-332-00-79 |
| | 20-2540-332-00-79 | December 2022 Mileage | | 87.50 | 20-2540-332-00-79 |
| | | | | \$181.17 | |
| Rhode, Rick - 1233400263 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | \$780.00 | |
| Ricker, Krysta - 123339104 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | \$390.00 | |
| Rodriguez, Jennifer - 1233400121 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | \$1,170.00 | |
| Roggenbuck, Megan - 123336399 | 10-1100-423-00-74-500-25 | Amazon - desktop storage baskets | | 29.13 | 10-1100-423-00-74-500-25 |
| | 10-1100-423-00-74-500-25 | Amazon - Classroom organizing supplies | | 106.36 | 10-1100-423-00-74-500-25 |
| | 10-1100-423-00-74-500-25 | Amazon - Pendaflex file folders for classroom | | 34.85 | 10-1100-423-00-74-500-25 |
| | 10-1100-423-00-74-500-25 | Walmart-C;lassroom bins/drawers | | 57.92 | 10-1100-423-00-74-500-25 |
| | | | | \$228.26 | |
| Ross, Sara - 32472 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | \$390.00 | |
| Ryan, Debra - 123336268 | 10-1200-310-92-79-600-14 | January 2023 Mileage | | 32.75 | 10-1200-310-92-79-600-14 |



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| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|---------------------------------|--------------------------|--|------------|-----------------|--------------------------|
| | | | | <u>\$32.75</u> | |
| Sara, Lindsay - 1233396237 | 10-1200-310-66-71-300-13 | January 2023 Mileage | | 38.58 | 10-1200-310-66-71-300-13 |
| | | | | <u>\$38.58</u> | |
| Sargent, Stephanie - 1233397936 | 10-1100-423-00-74-500-25 | Amazon - Classroom organizer bins | | 57.19 | 10-1100-423-00-74-500-25 |
| | 10-1100-423-00-74-500-25 | Amazon - Storage towers for supplies | | 168.66 | 10-1100-423-00-74-500-25 |
| | 10-1100-423-00-74-500-25 | Amazon - Zipper pouches for match | | 19.82 | 10-1100-423-00-74-500-25 |
| | | | | <u>\$245.67</u> | |
| Schmuhl, Jessica - 123337461 | 10-1120-410-09-72-220-13 | Walmart - Smoothie ingredients | | 5.12 | 10-1120-410-09-72-220-13 |
| | 10-1120-410-09-72-220-13 | Jewel - back up ingredients | | 13.16 | 10-1120-410-09-72-220-13 |
| | 10-1120-410-09-72-220-13 | Walmart muffin tins | | 35.63 | 10-1120-410-09-72-220-13 |
| | | | | <u>\$53.91</u> | |
| Smith, Carly - 1233398503 | 10-1200-310-92-79-600-14 | November & December Mileage | | 61.38 | 10-1200-310-92-79-600-14 |
| | 10-2210-640-92-79-605-14 | ASHA 2023 Membership Dues | | 225.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$286.38</u> | |
| Smith, Kristin - 33546 | 10-2210-640-92-79-605-14 | AOTA Renewal Membership 2023 | | 155.00 | 10-2210-640-92-79-605-14 |
| | | | | <u>\$155.00</u> | |
| Spoeth, Holly - 123334104 | 10-1200-310-66-71-300-13 | January 2023 Mileage | | 86.26 | 10-1200-310-66-71-300-13 |
| | | | | <u>\$86.26</u> | |
| Waughon, Susan - 1233398426 | 10-1100-410-72-79-600-14 | Amazon - Staff appreciation gifts-treat bags | | 8.98 | 10-1100-410-72-79-600-14 |
| | 10-1100-410-72-79-600-14 | Amazon - Staff appreciation gifts-treat bags | | 8.98 | 10-1100-410-72-79-600-14 |
| | 10-1100-410-72-79-600-14 | Amazon - Staff appreciation gifts-treat bags | | 8.98 | 10-1100-410-72-79-600-14 |
| | 10-1100-410-72-79-600-14 | Amazon - Staff appreciation gifts-Extra Gum | | 38.71 | 10-1100-410-72-79-600-14 |
| | 10-1100-410-72-79-600-14 | Amazon - Staff appreciation gifts-Extra Gum | | 454.12 | 10-1100-410-72-79-600-14 |
| | 10-1100-410-72-79-600-14 | Amazon - Staff appreciation gifts-Extra Gum | | 38.71 | 10-1100-410-72-79-600-14 |



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| Vendor Name | Account Number | Description | Check Date | Amount | State Account Number |
|---------------------------------|--------------------------|---|------------|-------------------|--------------------------|
| | 10-2210-410-72-79-600-14 | Walmart - Staff appreciation gifts-Candy | | 149.10 | 10-2210-410-72-79-600-14 |
| | 10-2210-410-72-79-600-14 | Meijer - Staff appreciation gifts-Card Stock | | 9.49 | 10-2210-410-72-79-600-14 |
| | 10-2210-410-72-79-600-14 | Meijer - Staff appreciation gifts-Candy | | 324.51 | 10-2210-410-72-79-600-14 |
| | 10-2210-410-72-79-600-14 | Blain's- Staff appreciation gifts-Candy | | 50.32 | 10-2210-410-72-79-600-14 |
| | | | | <u>\$1,091.90</u> | |
| Weigand, Andrew - 1233396533 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$390.00</u> | |
| Wilhelm, Elizabeth - 1233399911 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 165.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 165.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 165.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$495.00</u> | |
| Wilson, Glen - 1233397404 | 10-1500-335-00-71-300-13 | FVC Dance Invite@Dundee Crown 1/10/23 | | 18.34 | 10-1500-335-00-71-300-13 |
| | 10-1500-335-00-71-300-13 | Boys Bowling @ State-O`Fallon, IL 1/20/23 | | 410.03 | 10-1500-335-00-71-300-13 |
| | 10-1500-335-00-71-300-13 | FVC AD Meeting @ Galatis Hideaway 1/4/23 | | 19.65 | 10-1500-335-00-71-300-13 |
| | | | | <u>\$448.02</u> | |
| Zaleski, Angela - 28071 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 375.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 390.00 | 10-2310-230-00-74-500-14 |
| | 10-1543-332-00-71-305-13 | Activities Travel-Snow Raiders #3 Trip | | 61.57 | 10-1543-332-00-71-305-13 |
| | 10-1543-332-00-71-305-13 | Activities Travel-Snow Raiders #5 Trip | | 61.57 | 10-1543-332-00-71-305-13 |
| | | | | <u>\$888.14</u> | |
| Zhao, Tianya - 1233396007 | 10-1120-410-06-72-220-13 | Food for celebrating Chinese New Year 1/20/23 | | 52.18 | 10-1120-410-06-72-220-13 |
| | 10-2520-332-00-74-500-14 | January 2023 Mileage | | 79.91 | 10-2520-332-00-74-500-14 |
| | | | | <u>\$132.09</u> | |
| Zuniga, Amanda - 1233398539 | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 375.00 | 10-2310-230-00-74-500-14 |
| | 10-2310-230-00-74-500-14 | Tuition Reimbursement | | 375.00 | 10-2310-230-00-74-500-14 |
| | | | | <u>\$750.00</u> | |



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| Vendor Name | Account Number | Description | Check_Date | Amount | State Account Number |
|-------------|----------------|-------------|------------|---------------------|----------------------|
| | | | | Report Total | <u>\$21,500.02</u> |

Policy Committee

650 Dr. John Burkey Drive · Algonquin, IL 60102 · (847) 659-6158 · Fax (847) 659-6125

TO: Board of Education and Cabinet Members
FROM: Dr. Scott Rowe, Superintendent
Lorie Woods
DATE: February 9, 2023
RE: PRESS Policy Revision – First Reading

Upon review of the Board at the January 19, 2023 meeting, the following policies were revised in keeping with the School District's goal to maintain accurate and legally responsible policy.

This is the first reading of the following policies:

- **2:20 Powers and Duties of the Board of Education; Indemnification**
Cross References updated.
- **2:100 Board Member Conflict of Interest**
Policy, Legal References, and Cross References updated.
- **2:105 Ethics and Gift Ban**
Updates to Legal References and Cross References.
- **2:210 Organizational Board of Education Meeting**
The policy is updated in response to 105 ILCS 5/10-16, amended by P.A. 102-798, extending the timeframe in which a Board must hold its organization meeting. Style change to Legal References.
- **2:265 Title IX Sexual Harassment Grievance Procedure**
Non-substantive changes to policy.
- **3:50 Administrative Personnel Other Than the Superintendent**
Updates to Cross References.
- **3:60 Administrative Responsibility of the Building Principal**
Cross References updated.
- **4:10 Fiscal and Business Management**
Policy and Legal References updated in response to 105 ILCS 5/17-1.3, added by P.A. 102-895, requiring districts to disclose the case reserve balance of funds related to their operational levy at the public hearings for the district budget and levy for the taxable year.
- **4:120 Food Services**
The Legal References updated for continuous improvement.
- **4:140 Waiver of Student Fees**
Policy, Legal References, and Cross References are updated: (1) 105 ILCS 5/10-20.13, amended by P.A. 102-1032, requiring districts to waive fees for students whose parents are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; (2) 105 ILCS 5/10-20.13, amended by P.A. 102-805, eff. 1-1-23, adding homeless children and youth as students eligible for waivers, and requires districts to waive fees and fines, including fines for the loss of school property, for eligible students.
- **4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors**
Policy, Legal References, and Cross References are updated to align with changes made to 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, in response to *Faith's Law*, 105 ILCS 5/22-853.5, added by P.A. 102-676.

- **5:20 Workplace Harassment Prohibited**
Non-substantive change to Policy. Updates to Legal References and Cross References.
- **5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest -- RENAMED & REWRITTEN.**
The Policy is renamed in response to *Faith's Law*, 105 ILCS 5/22-853.5, added by P.A. 102-676, and rewritten for clarity regarding employee behavior, including appropriate boundaries with students.
- **5:200 Terms and Conditions of Employment and Dismissal**
Updates to Cross References.
- **5:220 Substitute Teachers**
Policy updated in response to: (1) 105 ILCS 5/21B-20(3), amended by P.A. 102-717, allowing a substitute teacher to substitute for a licensed teacher for a period not to exceed 120 days for the 2021-2022 and 2022-2023 school years; (2) 105 ILCS 5/21B-20(4), amended by P.A. 102-712, permitting short-term substitute teachers to substitute for a licensed teacher for up to 15 consecutive school days during a declared public health emergency through 6-30-23; and (3) continuous improvement. Legal References updated with citation to the Ill. Pension Code.
- **5:250 Leaves of Absence**
Policy updated in response to: (1) 105 ILCS 5/24-6, amended by P.A. 102-697, requiring districts to return sick leave used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, and expanding sick leave to include mental or behavioral complications; (2) Family Bereavement Act, 820 ILCS 154/, amended by P.A. 102-1050, expanding unpaid bereavement leave; and (3) 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, providing paid leave for fully vaccinated employees who miss work due to a qualifying COVID-19 related reason when a public health emergency is in effect. Legal References updated.
- **5:280 Duties and Qualifications**
The Policy is updated in response to: (1) 105 ILCS 5/10-22.34 and 5/10-22.34b, amended by P.A. 102-894, updating the term *non-certificated* to *nonlicensed*; and (2) 23 Ill. Admin. Code §1.630(c), amended at 45 Ill. Reg. 9446, permitting unlicensed personnel to supervise school activities connected to the academic program during a declared public health emergency.
- **5:290 Employment Termination and Suspension**
Style changes to Policy and Legal References. Cross References updated.
- **5:320 Evaluation**
Policy updated in response to a five-year review.
- **5:330 Sick Days, Vacation, Holidays, and Leaves**
Policy updated for the reasons stated in 5:250, *Leaves of Absence*, and for continuous improvement. Legal References updated.
- **6:15 School Accountability**
Non-substantive change to policy.
- **6:20 School Year Calendar and Day**
Legal References updated for continuous improvement and a style change.
- **6:50 School Wellness**
Legal References updated.
- **6:60 Curriculum Content**
Legal References are updated in response to 105 ILCS 5/10-20.79, added by P.A. 101-654 and renumbered by P.A. 102-813, updating the requirement for computer literacy instruction, and 105 ILCS 5/27-23.16, added by P.A. 102-472 and renumbered by P.A. 102-813, updating the optional instruction on the naturalization process.

- **6:65 Student Social and Emotional Development**
Legal References updated in response to 405 ILCS 49/, amended by P.A. 102-899, eff. 1-1-23, renaming the Children’s Mental Health Act (CMHA).
- **6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct**
Non-substantive changes to policy. Legal References and Cross References are updated.
- **6:250 Community Resource Persons and volunteers**
Non-substantive changes to policy.
- **6:255 Assemblies and Ceremonies**
Policy and Legal References are updated in response to U.S. Supreme Court decision.
- **6:260 Complaints About Curriculum, Instructional Materials, and Programs**
Policy updated in response to feedback regarding the need for districts to have processes in place to address an increasing number of curriculum objections.
- **6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students**
Policy updated in response to the Dual Credit Quality Act, 110 ILCS 27/16.5(c), added by P.A. 102-1077, eff. 1-1-23, requiring district to notify students enrolled in mixed enrollment dual credit courses of whether or not they are eligible to earn college credit for the course. Legal References updated with a reference to 105 ILCS 5/10-20.62, addressing dual credit courses and dual credit notification to 11th and 12th grade students.
- **6:340 Student Testing and Assessment Program**
Legal References updated in response to 105 ILCS 5/2-3.64a-15, added by P.A. 102-875, prohibiting *standardized assessments* for pre-K through grade 2. Style change to Legal References.
- **7:20 Harassment of Students Prohibited**
Cross References updated in response to the renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
- **7:50 School Admissions and Student Transfers To and From Non-District Schools**
Policy and Legal References updated in response to 105 ILCS 5/10-20.59, amended by P.A. 102-199, requiring district to appoint a liaison to the Ill. Dept. of Children and Family Services.
- **7:70 Attendance and Truancy**
Policy and Legal References updated in response to: (1) 105 ILCS 5/26-1 and 5/26-2a, amended by P.A. 102-891, eff. 1-1-23, requiring middle and high school students be permitted one school day-long excused absence per school year to engage in a *civic event*; (2) 105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813, requiring the Board to update its absenteeism and truancy policy and file it with ISBE and the regional superintendent of schools; (3) 23 Ill. Admin. Code Part 207, added at 46 Ill. Reg. 17102, implementing absenteeism and truancy policy requirements in 105 ILCS 5/22-92; and (4) continuous improvement.
- **7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**
Legal References updated for continuous improvement.
- **7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**
Non-substantive change to policy. Legal References updated in response to 105 ILCS 5/27-23.7, amended by P.A. 102-894, and 23 Ill. Admin. Code §1.295, added at 46 Ill. Reg. 12736, requiring districts to file their bullying policies electronically by September 30 every two years through ISBE’s IWAS system.
- **7:190 Student Behavior**
Non-substantive changes to the Policy.

- **7:250 Student Support Services**
Policy updated in response to 105 ILCS 5/10-20.59, amended by P.A. 102-199, requiring districts to appoint a liaison to DCFS. Legal References updated in response to: (1) the CMHA, amended by P.A. 102-899, renaming the Children’s Mental Health Act; (2) 105 ILCS 5/10-22.24a and 5/14-1.09.2, amended by P.A. 102-894, updating the terms *certified* and *certification* to *licensed* and *license* throughout the School Code; (3) 105 ILCS 5/22-93, added by P.A. 102-327, and renumbered by P.A. 102-813, updating the final citation to the school guidance counselor gift ban; and (4) for continuous improvement.
- **7:285 Anaphylaxis Prevention, Response, and Management Program**
Policy updated for continuous improvement. Legal References updated in response to 105 ILCS 5/2-3.190, amended by P.A. 102-413 and renumbered by P.A. 102-813, updating the requirement of Boards to adopt an anaphylaxis policy in accordance with ISBE’s model policy.
- **7:290 Suicide and Depression Awareness and Prevention**
Non-substantive changes to policy. Legal References updated in response to: (1) 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22; and (2) 105 ILCS 5/10-20.73 (final citation pending), and 5/10-20.75 (final citation pending), added by P.A.s 102-134 and 102-416 respectively. CMHA, 405 ILCS 49/, amended by P.A. 102-899, eff. 1-1-23, renaming the Children’s Mental Health Act; (2) Student Confidential Reporting Act, 5 ILCS 860/, added by P.A. 102-752, eff. 1-1-23; and (3) Continuous improvement.
- **7:340 Student Records**
Policy updated in response to Ill. School Student Records Act (ISSRA), 105 ILCS 10/, amended by P.A. 102-199, giving DCFS certain rights to access student records of children in its custody. Legal References updated with a style change.

Recommendation

Administration requests the Policy Committee recommend the above policies be moved forward for a second reading by the Board at the next BOE meeting.

Please feel free to contact me or Mrs. Woods with any questions and/or concerns.

LRW
Attachments

Board of Education

Powers and Duties of the Board; Indemnification

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

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

18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA’s requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers’ Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools’ activities and operations to the community and representing the needs and desires of the community in educational matters.
22. Endeavoring to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions presented. It is important that public Board members be non-partisan in dealing with school matters and place the education of children above any partisan principal, group interest, or personal ambition.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3,53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.: 105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.
 115 ILCS 5/, Ill. Educational Labor Relations Act.
 325 ILCS 5/4, Abused and Neglected Child Reporting Act.

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

District Transfer), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

Board of Education

Powers and Duties of the Board; Indemnification

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

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

18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA’s requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers’ Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools’ activities and operations to the community and representing the needs and desires of the community in educational matters.
22. Endeavoring to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions presented. It is important that public Board members be non-partisan in dealing with school matters and place the education of children above any partisan principal, group interest, or personal ambition.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3,53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.: 105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.
 115 ILCS 5/, Ill. Educational Labor Relations Act.
 325 ILCS 5/4, Abused and Neglected Child Reporting Act.

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

Transfer), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

Board of Education

Board Member Conflict of Interest

No Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the District’s main office is located by May 1.

Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member of any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

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

LEGAL REF.: 105 ILCS 5/10-9.
~~5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, 420/4A-107., Ill. Governmental Ethics Act.~~
 30 ILCS 708/, Grant Accountability and Transparency Act.
 50 ILCS 105/3, Public Officer Prohibited Activities Act.
~~105 ILCS 5/10-9.~~
 2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

Board of Education

Board Member Conflict of Interest

No Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

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

LEGAL REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, 420/4A-107.
 30 ILCS 708/, Grant Accountability and Transparency Act.
 50 ILCS 105/3.
 105 ILCS 5/10-9.
 2 C.F.R. §200.318(c)(1)

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:40 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

Board of Education

Ethics and Gift Ban

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstance, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. *Catered* means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and *inter-governmental gift* means any gift given to a Board member or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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

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

Enforcement

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

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

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

Political activity means:

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

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

Prohibited source means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;

4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.

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

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

LEGAL REF.: 105 ILCS 5/22-9~~30~~ (final citation pending).
5 ILCS 430/, State Officials and Employees Ethics Act.
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF. : 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

ADOPTED: June 17, 2004

REVISED: March 17, 2022

Board of Education

Ethics and Gift Ban

Prohibited Political Activity

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

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

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

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstance, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
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9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
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12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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

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Enforcement

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3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

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

Prohibited source means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;

- 4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
- 5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
- 6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.

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

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

LEGAL REF.: 105 ILCS 5/22-90 (final citation pending).
5 ILCS 430/, State Officials and Employees Ethics Act.
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF. : 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED: June 17, 2004

REVISED: March 17, 2022

Board of Education

Organizational Board Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within ~~40~~ **28** days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board members shall be seated.
3. The Board shall elect its officers who assume office immediately upon their election.
4. The Board shall fix a time, date, and location for its regular meetings.

LEGAL REF.: ~~10 ILCS 5/2A-1 et seq.~~ 105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.
10 ILCS 5/2A-1 et. Seq., Election Code.

CROSS REF.: 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board Meetings), 2:220 (Board Meeting Procedure), 2:230 (Public Participation at Board Meetings and Petitions to the Board)

ADOPTED: May 17, 2001

REVISED: September 21, 2017

Board of Education

Organizational Board Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board members shall be seated.
3. The Board shall elect its officers who assume office immediately upon their election.
4. The Board shall fix a time, date, and location for its regular meetings.

LEGAL REF.: 10 ILCS 5/2A-1 et seq.
105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.

CROSS REF.: 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board Meetings), 2:220 (Board Meeting Procedure), 2:230 (Public Participation at Board Meetings and Petitions to the Board)

ADOPTED: May 17, 2001

REVISED: September 21, 2017

Board of Education

Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(1~~19~~), *domestic violence* as defined in 34 U.S.C. §12291(a)(~~128~~), or *stalking* as defined in 34 U.S.C. §12291(a)(3~~69~~).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator⁷ alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of

Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to an including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Nondiscrimination Coordinator/Title IX Coordinator:

Dr. Adam Zehr,
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*;

7:185, *Teen Dating Violence Prohibited*; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.

12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; [Code of Professional Conduct](#); and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

ADOPTED: October 22, 2020

Board of Education

Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

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Nondiscrimination Coordinator/Title IX Coordinator:

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Prohibited; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

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2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
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12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

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Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
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CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

ADOPTED: October 22, 2020

General School Administration

Administrative Personnel Other Than the Superintendent

The Superintendent shall submit nominations to the Board for administrative and supervisory personnel appointments. While the Board may accept or reject nominations, election of a Principal or supervisor shall be valid only if made on the nomination of a Superintendent. In the case of rejection, it is the duty of the Superintendent to make another nomination.

Duties and Authority

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

Qualifications

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

Evaluation

The performance of all administrative personnel will be evaluated by the Superintendent or designee; the Superintendent shall make employment and salary recommendations to the Board.

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

Administrative Work Year

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

Compensation and Benefits

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

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

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

Please refer to the current "Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158."

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
23 Ill. Admin. Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

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

ADOPTED: January 18, 2001

REVISED: March 17, 2022

REVISED

General School Administration

Administrative Personnel Other Than the Superintendent

The Superintendent shall submit nominations to the Board for administrative and supervisory personnel appointments. While the Board may accept or reject nominations, election of a Principal or supervisor shall be valid only if made on the nomination of a Superintendent. In the case of rejection, it is the duty of the Superintendent to make another nomination.

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LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
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CROSS REF: 3:60 (Administrative Responsibility of the Building Principal, 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: January 18, 2001

REVISED: March 17, 2022

CURRENT

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

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

Qualifications and Other Terms and Conditions of Employment

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

LEGAL REF.: 105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and
5/24A-15.
10 ILCS 5/4-6.2, Election Code.
105 ILCS 127/, School Reporting of Drug Violations Act.
23 Ill. Admin. Code Parts 35 and 50, Subpart D.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

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10 ILCS 5/4-6.2, Election Code.
105 ILCS 127/, School Reporting of Drug Violations Act.
23 Ill. Admin. Code Parts 35 and 50, Subpart D.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Operational Services

Fiscal and Business Management

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management through the use of computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each staff member is responsible for understanding the content of the District's electronic network shall complete an *Authorization for Electronic Network Access*.

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Secretary shall make arrangements to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, including the cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds, and the public shall be invited to comment, question, or advise the Board.

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to ISBE requirements.

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting yea and nay shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians and other taxpayers in the district that it is posted and provide the website's address.

2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year (certified by the District’s Chief Fiscal Officer) with the County Clerk within 30 days of the budget’s adoption.
3. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy.
4. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, file the Certificate of Tax Levy with the County Clerk, on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
5. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or certificate of tax levy shall be made as provided in *The School Code* and Truth In Taxation Act.

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District’s budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
35 ILCS 200/18-55 et seq., Truth in Taxation Law.
23 Ill. Admin. Code Part 100.

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks).

ADMIN. PROC.: 6:235-AP1, E1 (Student Authorization for Access to the District’s Electronic Networks), 6:235-AP1, E2 (Staff Authorization for Access to the District’s Electronic Networks)

ADOPTED: May 17, 2001

REVISED: July 21, 2022

Operational Services

Fiscal and Business Management

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management through the use of computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each staff member is responsible for understanding the content of the District's electronic network shall complete an *Authorization for Electronic Network Access*.

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ADOPTED: May 17, 2001

REVISED: July 21, 2022

Operational Services

Food Services

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

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

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

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

Students will not be allowed to carry a negative balance in the Federal Lunch/Breakfast Program.

LEGAL REF.: 42 U.S.C. § 1751 et seq., Russell B. National School Lunch Act.
 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.
 7 C.F.R. Parts 210 ([National School Lunch Program](#)) and 220 ([School Breakfast Program](#)), ~~Food and Nutrition Service~~.
 105 ILCS 125/, [School Breakfast and Lunch Program Act](#).
 23 Ill. Admin. Code Part 305, School Food Service.

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

REVISED: March 17, 2022

Operational Services

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7 C.F.R. Parts 210 and 220, Food and Nutrition Service.
105 ILCS 125/.
23 Ill. Admin. Code Part 305, School Food Service.

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

REVISED: March 17, 2022

Operational Services

Waiver of Student Fees

The Superintendent will recommend to the Board a schedule of fees, if any, to be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a fee waiver.

Fees are not waived for student participation in extracurricular activities* and clubs, students choosing to attend summer school courses whereby no recommendation to attend summer school has been made by the District, or other optional fees including, but not limited to: student photos, class rings, parking permits, yearbooks, travel for recreational activities, and admission to social events such as school sponsored dances, performances, IHSA athletic tournaments, etc.

~~In addition, students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment, library fines, or other costs incurred as a result of loss, misuse, destruction or replacement of school property.~~

* Extracurricular activities are those officially approved and organized student activities held outside normal school hours that carry no academic credit.

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, and that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a).

A student shall be eligible for a 50% fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal reduced meals program.

Parents/guardians may apply for a waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income to include:

- current payroll stubs;

- award letters from welfare departments;
- evidence of receipt of food stamps or Temporary Assistance for Needy Families (TANF);
- Social Security retirement benefit letter; or
- support payment decrees from court

The Superintendent or designee will give additional consideration ~~where~~ when one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student’s eligibility for a waiver of fees and fines in accordance with State law requirements. ~~The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.~~

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student’s parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Questions regarding the fee waiver request process should be addressed to the office of the Chief Financial Officer.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.: [42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.](#)
105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2 and 5/28-19.2.
23 Ill. Admin. Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), [6:140 \(Education of Homeless Children\)](#), 6:220 (Bring Your Own Technology (BYOT) Program: Responsible Use and Conduct)

ADOPTED: May 17, 2001

REVISED: August 15, 2019

Operational Services

Waiver of Student Fees

The Superintendent will recommend to the Board a schedule of fees, if any, to be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver.

Fees are not waived for student participation in extracurricular activities* and clubs, students choosing to attend summer school courses whereby no recommendation to attend summer school has been made by the District, or other optional fees including, but not limited to: student photos, class rings, parking permits, yearbooks, travel for recreational activities, and admission to social events such as school sponsored dances, performances, IHSA athletic tournaments, etc.

In addition, students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment, library fines, or other costs incurred as a result of loss, misuse, destruction or replacement of school property.

* Extracurricular activities are those officially approved and organized student activities held outside normal school hours that carry no academic credit.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

A student shall be eligible for a 50% fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal reduced meals program.

Parents/guardians may apply for a waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income to include:

- current payroll stubs;
- award letters from welfare departments;
- evidence of receipt of food stamps or Temporary Assistance for Needy Families (TANF);
- Social Security retirement benefit letter; or
- support payment decrees from court

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;

- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student’s eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student’s parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Questions regarding the fee waiver request process should be addressed to the office of the Chief Financial Officer.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2 and 5/28-19.2.
23 Ill. Admin. Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:220 (Bring Your Own Technology (BYOT) Program: Responsible Use and Conduct)

ADOPTED: May 17, 2001

REVISED: August 15, 2019

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children,³ and define prohibited grooming behaviors,⁴ the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

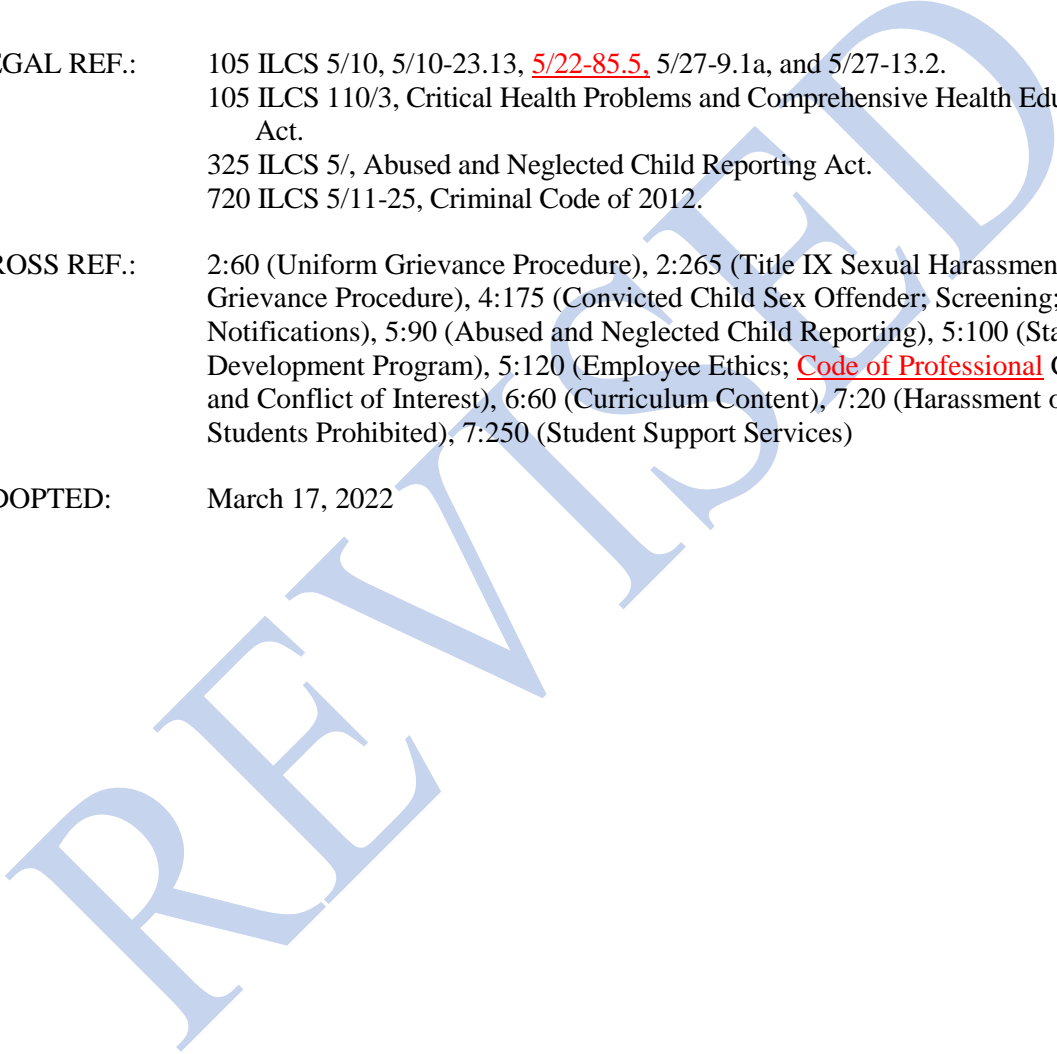
1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and **employee-student** boundary violations pursuant to policy 5:120, *Employee Ethics*; ***Code of Professional Conduct***; and *Conflict of Interest*.
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and **employee-student** boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics*; ***Code of Professional Conduct***; and *Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or **employee-student** boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and **employee-student** boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics*; ***Code of Professional Conduct***; and *Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10, 5/10-23.13, 5/22-85.5, 5/27-9.1a, and 5/27-13.2.
 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/11-25, Criminal Code of 2012.

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

ADOPTED: March 17, 2022



Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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

To address the Board’s obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children,³ and define prohibited grooming behaviors,⁴ the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

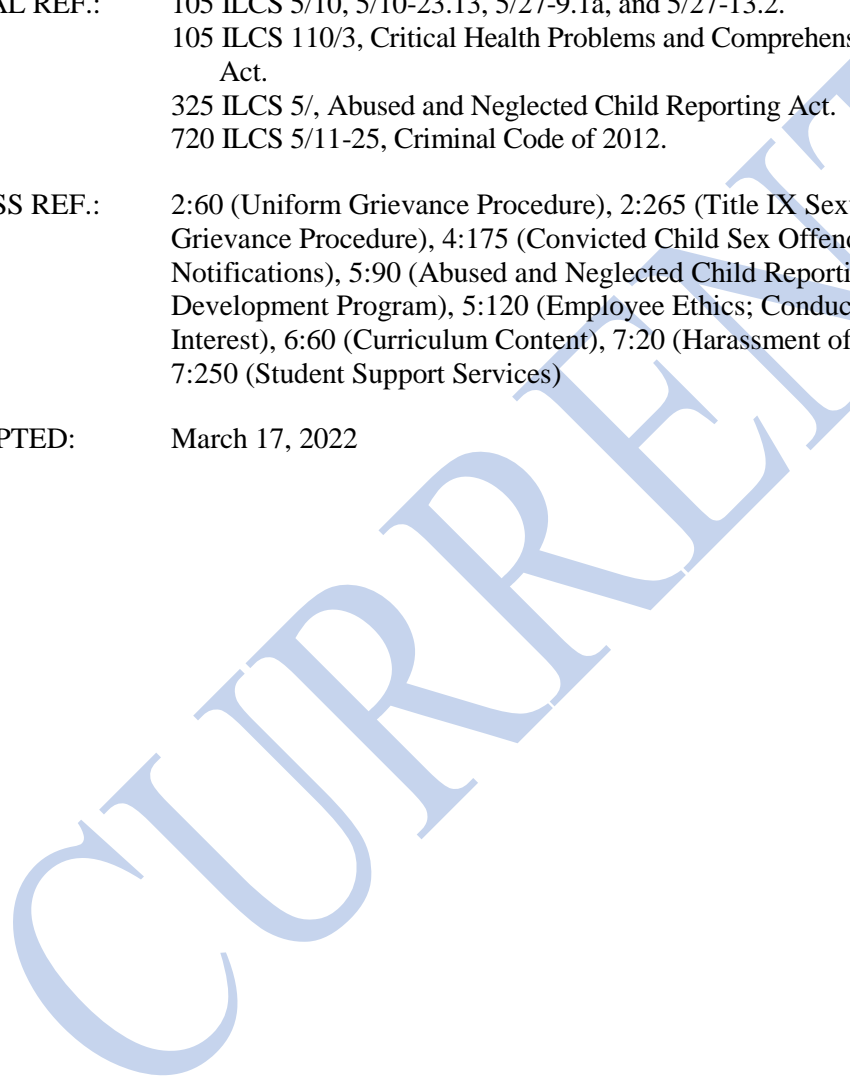
1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children’s Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
 - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and

- c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
- 4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10, 5/10-23.13, 5/27-9.1a, and 5/27-13.2.
 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/11-25, Criminal Code of 2012.

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

ADOPTED: March 17, 2022



General Personnel

Workplace Harassment Prohibited

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

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

Sexual Harassment Prohibited

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

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

Making a Report or Complaint

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

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

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

An employee ~~Employees~~ may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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

Nondiscrimination Coordinator/Title IX Coordinator:

Dr. Adam Zehr,
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Complaint Managers:

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Mr. Mark Altmayer,
Chief Financial Officer
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(847) 659-6111
maltmayer@district158.org

Dr. Rocio Del Castillo,
Assistant Superintendent Special Services
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Algonquin, IL 60102
(847) 659-6158
rdelcastillo@district158.org

Investigation Process

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

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

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

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

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

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

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

Enforcement

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

Retaliation Prohibited

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

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

- LEGAL REF.: 42 U.S.C. § 2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/25-102.2, Ill. Human Rights Act.
 56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.
[Burlington Indus. v. Ellerth, 524 U.S. 742 \(1998\); Vance v. Ball State Univ., 570 U.S. 421 \(2013\).](#)
[Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 \(2009\).](#)
[Jackson v. Birmingham Bd. Of Educ., 544 U.S. 167 \(2005\).](#)
[Oncale v. Sundowner Offshore Servs., 523 U.S. 75 \(1998\).](#)
[Burlington Indus. V. Ellerth, 524 U.S. 742 \(1998\).](#)
[Faragher v. City of Boca Raton, 524 U.S. 775 \(1998\).](#)
[Harris v. Forklift Systems, 510 U.S. 17 \(1993\).](#)
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[Vance v. Ball State Univ. 133 S. Ct. 2434 \(2013\).](#)
[Williams v. Waste Mgmt., 361 F.3d 1021 \(7th Cir. 2004\).](#)
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; [Code of Professional](#) Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)
- ADOPTED: May 17, 2001
- REVISED: March 17, 2022

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

Enforcement

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- ADOPTED: May 17, 2001
- REVISED: March 17, 2022

Rewritten & Renamed

General Personnel

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. §7926).
 - d. Engages in *grooming* as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District’s agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board Policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

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

1. A member of the employee’s immediate family;
2. An employee’s partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

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

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same gift or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.

- 6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
- 7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

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

Incorporated
by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
5 ILCS 430/, State Officials and Employee Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill. Admin. Code Part 22, Code of Ethics for Ill. Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 7:20 (Harassment of Students Prohibited).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

General Personnel

Employee Ethics; Conduct; and Conflict of Interest

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/4), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, *sexual misconduct*. *Sexual misconduct* is (i) any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation;
 - b. Dating or soliciting a date;
 - c. Engaging in sexualized or romantic dialog;
 - d. Making sexually suggestive comments that are directed toward or with a student;
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature;
 - f. A sexual, indecent, romantic, or erotic contact with the student.
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student;
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. §7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 5:90, *Abused and Neglected Child Reporting*; and

6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, 5:90, *Abused and Neglected Child Reporting*, and 5:100, *Staff Development Program*.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

1. Superintendent
2. Building Principal
3. Head of any department
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts including collective bargaining agreement(s), in the amount of \$1,000 or greater
5. Hearing officer
6. Any employee having supervisory authority for 20 or more employees
7. Any employee in a position that requires an administrative or a chief school business official endorsement

Ethics and Gift Ban

Board Policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

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

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

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

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same gift or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity.

Outside Employment

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

Incorporated

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

LEGAL REF.: U.S. Constitution, First Amendment.
 2 C.F.R. §200.318(c)(1).
 5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
 5 ILCS 430/, State Officials and Employee Ethics Act.
 30 ILCS 708/, Grant Accountability and Transparency Act.
 50 ILCS 135/, Local Governmental Employees Political Rights Act.
 105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, and 5/22-90 (final citation pending).
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill. Admin. Code Part 22, Code of Ethics for Ill. Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 7:20 (Harassment of Students Prohibited).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

Professional Personnel

Terms and Conditions of Employment and Dismissal

The Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans Day).

School Day

Teachers are required to work the school day adopted by the Board. Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

Salary

Teachers shall be paid according to the salaries fixed by the Board, and in accordance with District policy 5:250, *Leaves of Absence*, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

Assignments and Transfers

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a teacher.

Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/, Nursing Mothers in the Workplace Act.
23 Ill. Admin. Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Bd. Of Educ. v. Loudermill, 470 U.S. 532 (1985).

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest),
5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

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23 Ill. Admin. Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Bd. Of Educ. v. Loudermill, 470 U.S. 532 (1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license ~~or short-term substitute license~~ and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 days beginning with the 2021-2022 through the 2022-2023 school year, otherwise 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
- ~~3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.~~

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Unless otherwise permitted by law, short-term ~~Short-term~~ substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20.(4).
[40 ILCS 5/16-118, Ill. Pension Code.](#)
23 Ill. Admin. Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

Professional Personnel

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1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
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The Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20.(4).
23 Ill. Admin. Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

Professional Personnel

Leaves of Absence

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

Sick and Bereavement Leave, and Personal Leave

Please refer to the current “Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158.”

Sick leave is defined in State law as personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (2 3) a chiropractic physician licensed under the Medical Practice Act, (3 4) a licensed advanced practice registered nurse, (4 5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5 6) if the treatment is by prayer or spiritual means, a spiritual advisor or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Family ~~Child~~ Bereavement Leave

State law allows a maximum of ten unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family ~~child~~ bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family ~~Child~~ Bereavement Leave Act. Eligible employees may use family ~~Child~~ bereavement leave, without any adverse employment action, allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her ~~child~~ a covered family member, which includes an employee’s child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the staff member’s

child covered family member, ~~or~~ (3) grieving the death of the ~~staff member's child~~ covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth ~~without any adverse employment action~~. An employee qualifying for leave due to a Significant Event will not be required to identify when specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of ~~his or her child~~ the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one ~~child~~ covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the ~~Family Child~~ Bereavement Leave Act. This policy does not create any right for an employee to take ~~family child~~ bereavement leave that is inconsistent with the ~~Family Child~~ Bereavement Leave Act.

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

Leave of Absence Without Pay

Leave of absence without pay may be granted to professional staff members who have rendered satisfactory service to the District, according to the following conditions:

1. A professional teacher may be granted a leave of absence not to exceed one year. Application of such leave shall be submitted in writing to the Superintendent at least thirty (30) calendar days in advance, provided the advanced application may be waived by the Board under appropriate circumstances. Such application shall be submitted to the Board at its next regular meeting.
2. No salary shall be paid during the leave nor shall the year be counted as a year taught on the salary schedule unless the teacher shall work more than 100 days full time.
3. After the leave, the teacher shall return to a position for which he/she is legally qualified.
4. A teacher granted a leave as hereunder may continue insurance benefits by paying all required premiums in advance to the month due.
5. A teacher granted leave hereunder of eight (8) months or more, as a condition thereof, shall advise the Superintendent in writing at least 180 calendar days prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.
6. The granting of, or withholding of leave shall be at the sole discretion of the Board and such action in one instance shall not be precedential with respect to any other application.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Leaves For Service in the Military

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

General Assembly Leave

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

School Visitation Leave

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

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

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family, or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act, governs the purpose, requirements, scheduling and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601, et seq.).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

COVID-19 Paid Administrative Leave

During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, paid administrative leave is available to eligible employees if the District, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee from being on District property for a reason outlined in State law.

For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 as defined in 105 5/10-20.83 (final citation pending).

The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.

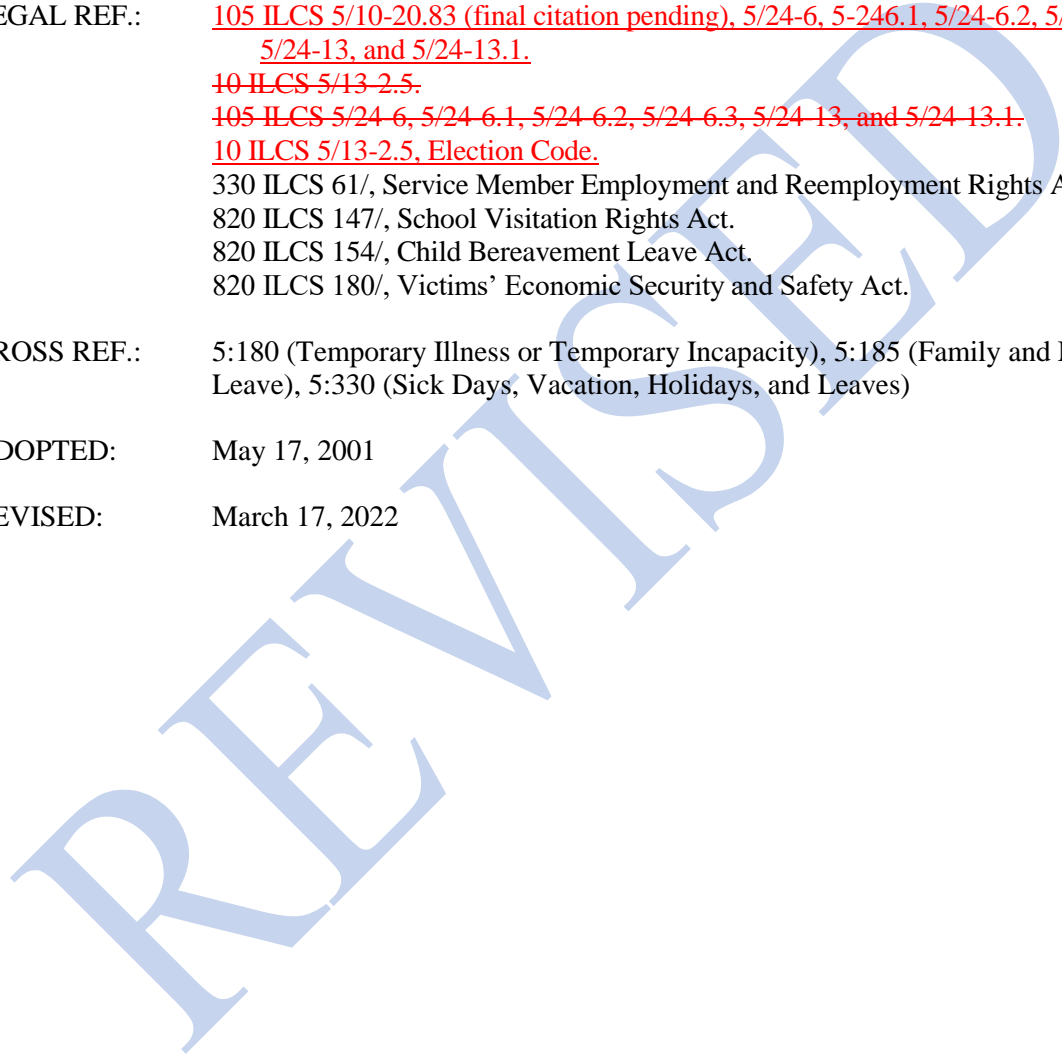
As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee’s eligibility for leave, as requested by the Superintendent or designee. An employee who is on COVID-19 paid administrative leave will receive the employee’s regular rate of pay; the leave will not diminish any other leave or benefits of the employee. Employees may not accrue COVID-19 paid administrative leave.

LEGAL REF.: 105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5-246.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
~~10 ILCS 5/13-2.5.~~
~~105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.~~
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims’ Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: May 17, 2001

REVISED: March 17, 2022



Professional Personnel

Leaves of Absence

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

Sick and Bereavement Leave, and Personal Leave

Please refer to the current “Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158.”

Sick leave is defined in State law as personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual advisor or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Child Bereavement Leave

State law allows a maximum of ten unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member’s child, or (3) grieving the death of the staff member’s child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Leave of Absence Without Pay

Leave of absence without pay may be granted to professional staff members who have rendered satisfactory service to the District, according to the following conditions:

1. A professional teacher may be granted a leave of absence not to exceed one year. Application of such leave shall be submitted in writing to the Superintendent at least thirty (30) calendar days in advance, provided the advanced application may be waived by the Board under appropriate circumstances. Such application shall be submitted to the Board at its next regular meeting.
2. No salary shall be paid during the leave nor shall the year be counted as a year taught on the salary schedule unless the teacher shall work more than 100 days full time.
3. After the leave, the teacher shall return to a position for which he/she is legally qualified.
4. A teacher granted a leave as hereunder may continue insurance benefits by paying all required premiums in advance to the month due.
5. A teacher granted leave hereunder of eight (8) months or more, as a condition thereof, shall advise the Superintendent in writing at least 180 calendar days prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.
6. The granting of, or withholding of leave shall be at the sole discretion of the Board and such action in one instance shall not be precedential with respect to any other application.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Leaves For Service in the Military

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

General Assembly Leave

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

School Visitation Leave

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

leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick and disability leave.

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

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family, or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

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Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

LEGAL REF.: 10 ILCS 5/13-2.5.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the ~~Illinois~~ Ill. State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teacher do not need to comply with this section, provided their service otherwise complies with ISBE rules.

~~Noncertificated and Unlicensed Nonlicensed~~ Personnel Working with Students and Performing Non-Instructional Duties

~~Nonlicensed Noncertificated and unlicensed~~ personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a ~~nonlicensed noncertificated~~ person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

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

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

ADOPTED: May 17, 2001

REVISED: June 18, 2020

REVISED

Educational Support Personnel

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Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
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ADOPTED: May 17, 2001

REVISED: June 18, 2020

CURRENT

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks' written notice of a resignation. In most cases, resigning employees are permitted to work to their effective resignation date. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

Seniority, Transfers, Vacancies and Lay-Offs

Please refer to the current "Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158."

This section is applicable whenever the Board decides to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, an educational support employee is removed, dismissed, or his or her hours are reduced.

The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Reduction in Force and Recall

Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from that category or any other category of position provided they are qualified to hold such positions.

Final Paycheck

Terminating employees shall return any District property before receiving their final paycheck. A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Please refer to the current Agreement between Huntley Education Support Personnel Association, IEA-NEA and Board of Education Huntley Community School District 158.

For employees not covered by this agreement:

Except as provided below, the Superintendent is authorized to suspend an employee without pay for up to five days as a disciplinary measure, during an investigation into allegations of misconduct, or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. of Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: [105 ILCS 5/10-22.34c and 5/10-23.5.](#)
[5 ILCS 430 et seq. State Officials and Ethics Act.](#)
~~[105 ILCS 5/10, 22.34e and 5/10-23.5.](#)~~
[325 ILCS 5/7.4\(c-10\), Abused and Neglected Child Reporting Act.](#)
[820 ILCS 105/4a, Minimum Wage Law.](#)

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), [5:120 \(Employee Ethics; Code of Professional Conduct; and Conflict of Interest\)](#); 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

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Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

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The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Reduction in Force and Recall

Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from that category or any other category of position provided they are qualified to hold such positions.

Final Paycheck

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LEGAL REF.: 5 ILCS 430 et seq.
105 ILCS 5/10, 22.34c and 5/10-23.5.
325 ILCS 5/7.4(c-10).
820 ILCS 105/4a.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

Educational Support Personnel

Evaluation

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

For employees not covered by this agreement:

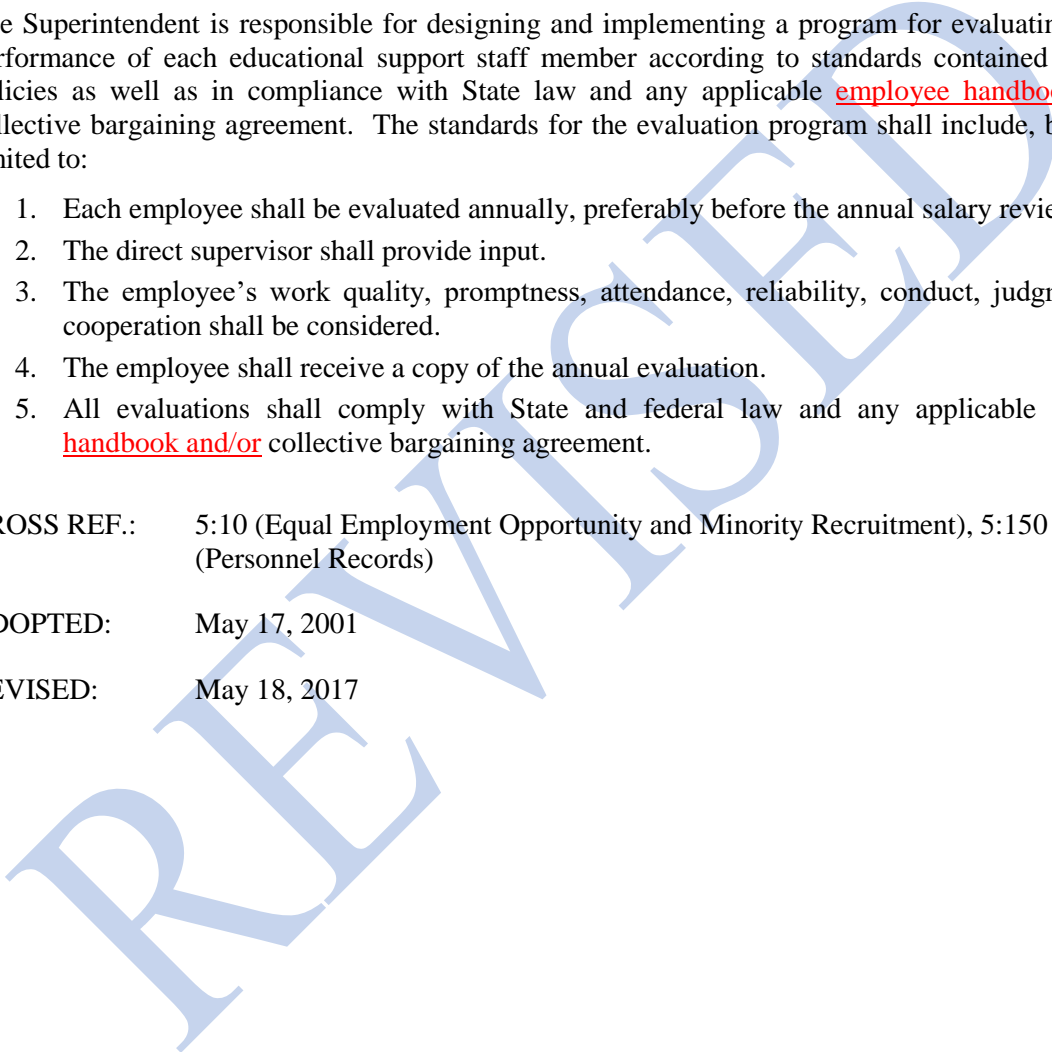
The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable [employee handbook and/or](#) collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee’s work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable [employee handbook and/or](#) collective bargaining agreement.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED: May 17, 2001

REVISED: May 18, 2017



Educational Support Personnel

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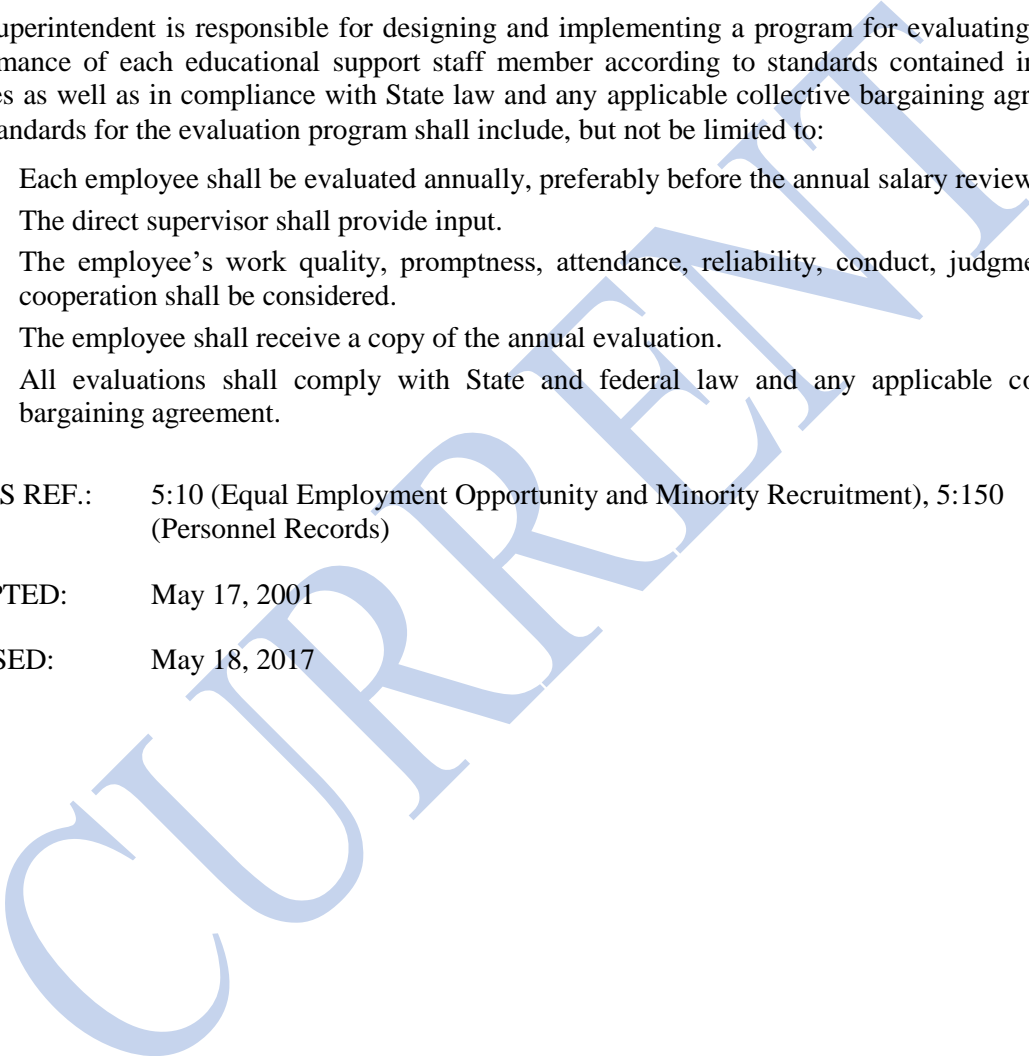
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2. The direct supervisor shall provide input.
3. The employee’s work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED: May 17, 2001

REVISED: May 18, 2017



Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

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

Sick and Bereavement Leave

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Huntley Community School District 158 Board of Education.”

Probationary employees and employees hired on or after March 1, 2009 who work at least 600 hours per year, shall be entitled to ten (10) days of sick leave per year for the first four (4) years of their employment. After completion of an employee’s fourth year, he or she shall be entitled to fourteen (14) days of sick leave per term without loss of pay.

10 Month, probationary employees accrue sick time at 1 day per month over 10 months.

12 Month, probationary employees accrue sick time at .833 days per month over 12 months.

10 Month, non-probationary employees accrue sick time at 1.4 days per month over 10 months.

12 Month, non-probationary employees accrue sick time at 1.17 days per month over 12 months.

Part-time employees will receive sick day pay equivalent to their regular work day. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption, or the acceptance of a child in need of foster care. The Superintendent ~~and~~/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, ~~(2 3)~~ a chiropractic physician licensed under the Medical Practice Act, ~~(3 4)~~ a licensed advanced practice registered nurse, ~~(4 5)~~ a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or ~~(5 6)~~ if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days

unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

Full-time employees whose regular work year is 260 days shall be entitled to paid vacation according to the following schedule:

1. After six (6) months consecutive service, five (5) days to be taken before the close of the first fiscal year.
2. Beginning at the start of the second fiscal year, and continuing for the duration of the first ten consecutive years, ten (10) days.
3. After (10) years of consecutive service, fifteen (15) days.
4. After twenty (20) years of consecutive service, twenty (20) days.
5. For employees who have one or more years of service, the Board shall transfer up to five (5) unused vacation days to their cumulative sick leave at the end of each fiscal year.

Employees will be allowed to carry 1/3 of their issued vacation to the next fiscal year. However, this amount must be used by the next December 31st following the close of the fiscal year in which the vacation time was earned. Any of the unused vacation time shall be transferred to sick time to be used for extended time off per FMLA or for retirement reporting purposes. Vacation time is not cumulative.

The Superintendent, or his designee, shall attempt to arrange vacation days so that the school operation continues to operate in an effective and efficient manner. Accordingly, vacation days granted will be determined in accordance with the needs of the school.

Holidays

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

For employees not covered by this agreement, the following days will be observed:

Unless the District has a waiver or modification of The School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

- | | |
|-----------------------------------|------------------------------|
| New Year's Day | Columbus Day |
| Martin Luther King Jr.'s Birthday | Veteran's Day |
| Abraham Lincoln's Birthday | 2022 Election Day |
| Casimir Pulaski's Birthday | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Juneteenth National Freedom Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | New Year's Eve |

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

If a holiday is waived or falls on a Saturday or Sunday, it will be observed on a workday designated by the Superintendent.

Personal Leave

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

Employees not covered by this agreement with 6 months of consecutive service to the District shall receive leave of absence with pay on the same terms and conditions as employees covered by this agreement.

Personal leave shall not be allowed for participation in a work stoppage, recreation or to accompany another person on a pleasure trip.

Except in the case of an emergency, as approved by the Superintendent or designee, or for observations of a recognized religious holiday of the employee’s faith, the following days shall not be utilized for personal business leave:

1. the first and last week of school for students,
2. a weekday immediately preceding a weekday legal holiday,
3. a weekday immediately preceding or the day of a weekday of student non-attendance day/half day,
4. a Friday before a Monday student non-attendance day/half day.

The employee shall suffer no loss of pay for such leave unless the aforementioned conditions have been violated.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with ~~105 ILCS 5/24-6.3~~ [State law](#).

Bereavement Leave

Please refer to the current “Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and Board of Education Huntley Community School District 158.”

For employees not covered by this Agreement:

Educational support personnel may receive the same bereavement leave that is granted professional staff.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. ~~Family Child~~ Bereavement Leave.
6. Leave to serve as an election judge.
7. [COVID-19 Paid Administrative Leave](#).

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83 (final citation pending), 5/24-2, ~~and~~ 5/24-6, and
5/24-6.3.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill. App. 3d 375 (1st Dist. 1987); Elder v. Sch. Dist.
No. 127 1/2, 60 Ill. App. 2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical
Leave), 5:250 (Professional Personnel – Leaves of Absence)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

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LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
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Leave), 5:250 (Professional Personnel – Leaves of Absence)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

Instruction

School Accountability

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

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

Quality Assurance

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

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

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-17a, 5/10-21.3a, and 5/27-1.
23 Ill. Admin. Code Part 1, Subpart A: Recognition Requirements.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Instruction

School Year Calendar and Day

School Calendar

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

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

- LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-20.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, and 5/27-20.2, ~~and 20.4~~.
 10 ILCS 5/11-4.1, Election Day.
 5 ILCS 490/, State Commemorative Dates Act.
 23 Ill. Admin. Code §1.420(f).
 Metz v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1997), *aff’d* by 57 F.3d 618 (7th Cir. 1995).
- CROSS REF.: 2:20 (Powers and Duties of the Board; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)
- ADOPTED: May 17, 2001
- REVISED: March 17, 2022

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ADOPTED: May 17, 2001

REVISED: March 17, 2022

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District’s educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. That the community is informed about the progress of this policy’s implementation.

Goals for Nutrition Education and Nutrition Promotion

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

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District’s comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students’ knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture’s (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Request

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District’s community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include, without limitation, each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

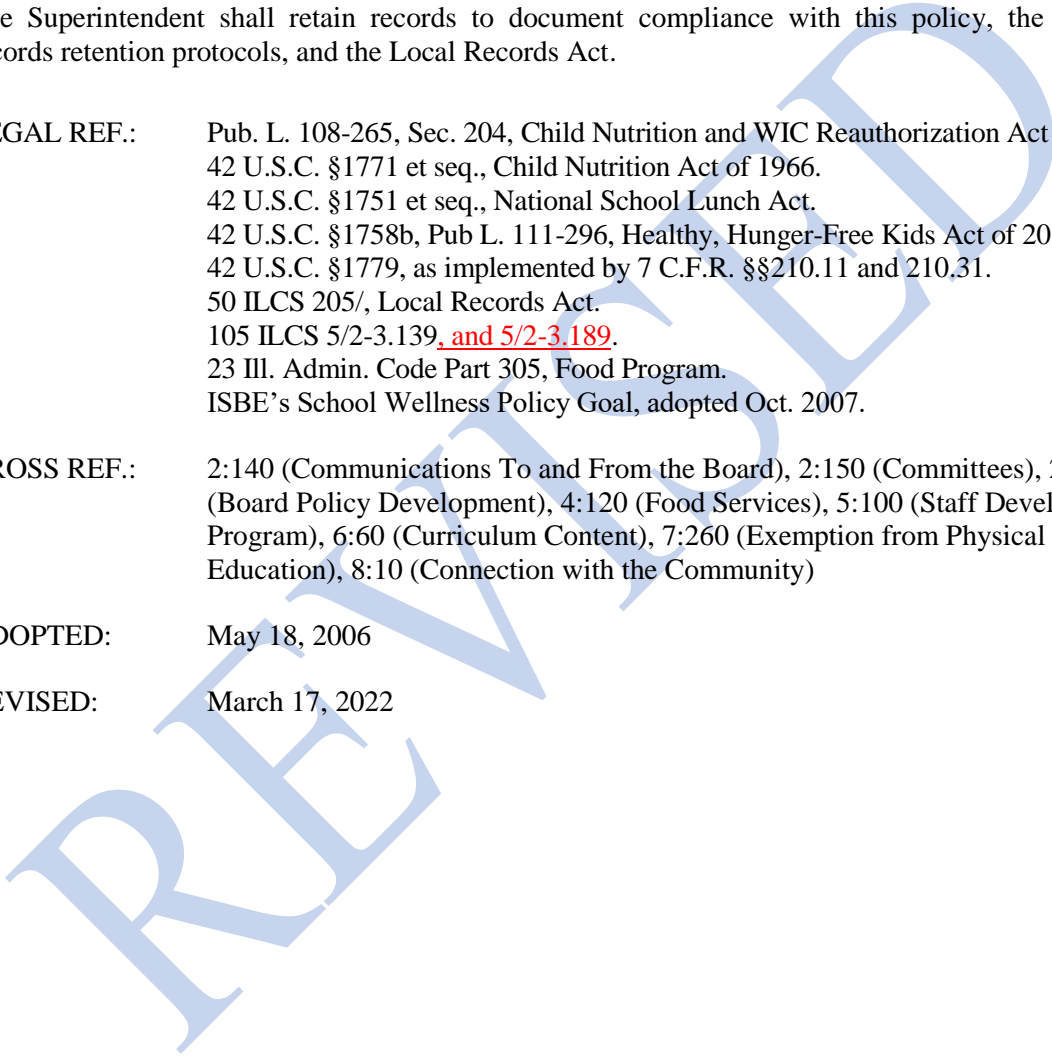
The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

LEGAL REF.: Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.
42 U.S.C. §1751 et seq., National School Lunch Act.
42 U.S.C. §1758b, Pub L. 111-296, Healthy, Hunger-Free Kids Act of 2010.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
50 ILCS 205/, Local Records Act.
105 ILCS 5/2-3.139, and 5/2-3.189.
23 Ill. Admin. Code Part 305, Food Program.
ISBE’s School Wellness Policy Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED: May 18, 2006

REVISED: March 17, 2022



Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. That the community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

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

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Request

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District’s community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include, without limitation, each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

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ADOPTED: May 18, 2006

REVISED: March 17, 2022

Instruction

Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention, including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
5. In grades kindergarten through 12, age appropriate, Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must

- incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
 7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
 8. In all schools, citizenship values must be taught, including (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
 9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
 10. In all schools, health education must be stressed, including (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
 11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
 12. In grades 9 through 12, consumer education must be taught, including (a) financial literacy, including consumer debt and installment purchasing, (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
 13. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.

14. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction on media literacy.
15. Beginning in the fall of 2023, in grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
17. In all schools, United States (U.S.) history must be taught including: (a) the principals of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday or holiday, Constitution Day shall be held during the preceding or following week.

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles and contributions of women.
21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.

23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
24. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history.
25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

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 5 ILCS 465/3 and 465/3a.
 20 ILCS 2605/2605-480.
 105 ILCS 5/2-3.80(e) and (f), 5/10-20.79 73 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2.
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CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day); 6:40 (Curriculum Development); 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Instruction

Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.: Children's Mental Health Act ~~of 2003~~, 405 ILCS 49.

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7: 1 00 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services).

REVISED: April 17, 2014

REVISED

Instruction

Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the III. Learning Standards. The III. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49.

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7: 1 00 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services).

REVISED: April 17, 2014

CURRENT

Instruction

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program*. The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web0literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Intranet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*; 5:125, *Personal Technology and Social Media*; *Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*, 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, 7:190, *Student Behavior*, 7:340, *Student Records*; and 7:345, *Use of Educational Technologies*; Student Data privacy and Security.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
 - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
 - b. A copy of or access to this policy and any building-specific rules for the program;
 - c. Additional training, if necessary, about 5:170, *Copyright*; and
 - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Ethics and Conduct*; *Code of Professional Conduct*; and *Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual’s *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Personal Technology and Social Media; Usage and Conduct*, for staff and 7:190, *Student Behavior*, for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District’s electronic network and/or student’s BYOT privileges; (b) disciplinary action pursuant to 7:190 *Student Behavior*, 7:200, *Suspension Procedures*, or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal actions to appropriate law enforcement agencies.

LEGAL REF.: 15 U.S.C. §§6501-6508, Children’s Online Privacy Protection Act, ~~implemented~~
by 16 C.F.R. Part 312, Children’s Online Privacy Protection Rule.
20 U.S.C §6751 et seq., Enhancing Education Through Technology Act.
47 U.S.C. §254(h) and (l), Children’s Internet Protection Act.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and
Libraries.
105 ILCS 5/10-20.28.

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120
(Employee Ethics; *Code of Professional* Conduct; and Conflict of Interest), 5:125
(Personal Technology and Social Media; Usage and Conduct), 5:170
(Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum
Development), 6:120 (Education of Children with Disabilities), 6:210
(Instructional Materials), 6:235 (Access to Electronic Networks), 7:140, (Search
and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and
Harassment), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: June 20, 2013

REVISED: March 17, 2022

Instruction

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program*. The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web0literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Intranet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 5:125, *Personal Technology and Social Media; Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*, 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, 7:190, *Student Behavior*, 7:340, *Student Records*; and 7:345, *Use of Educational Technologies; Student Data privacy and Security*.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
 - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
 - b. A copy of or access to this policy and any building-specific rules for the program;
 - c. Additional training, if necessary, about 5:170, *Copyright*; and
 - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Ethics and Conduct; Conduct; and Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

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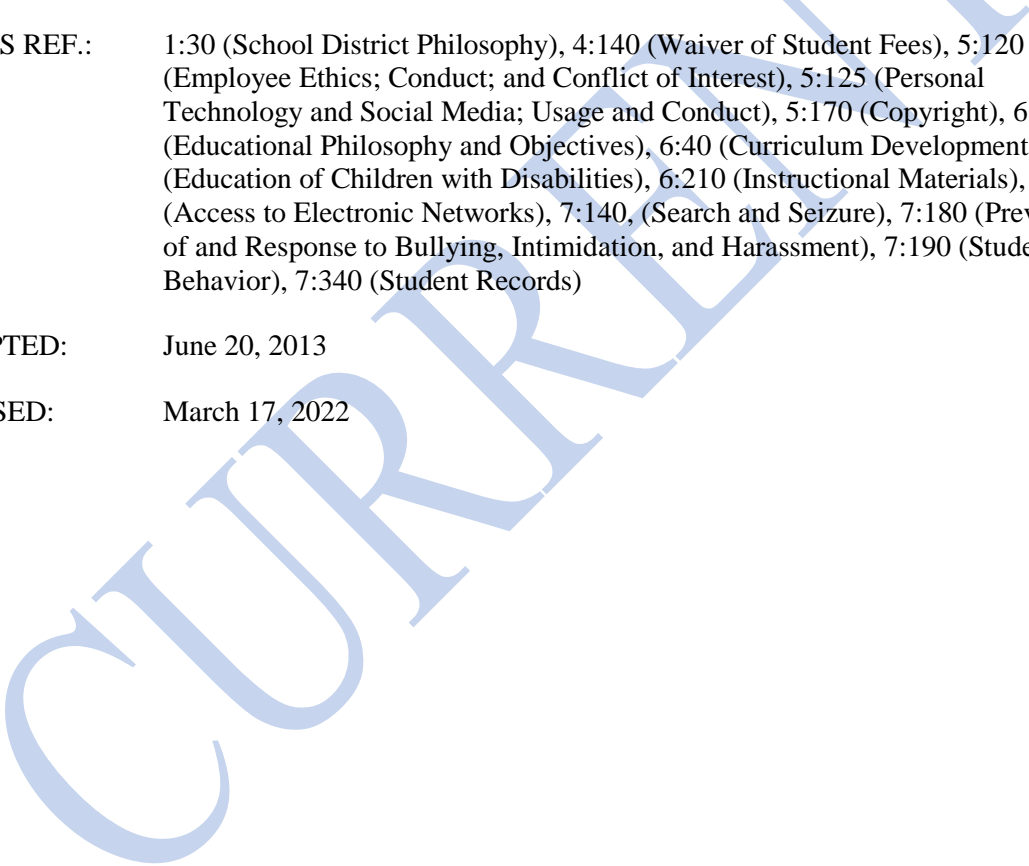
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ADOPTED: June 20, 2013

REVISED: March 17, 2022



Instruction

Community Resource Persons and Volunteers

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

Resource persons and volunteers may be used:

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

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

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

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

ADOPTED: May 17, 2001

REVISED: July 19, 2018

Instruction

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

ADOPTED: May 17, 2001

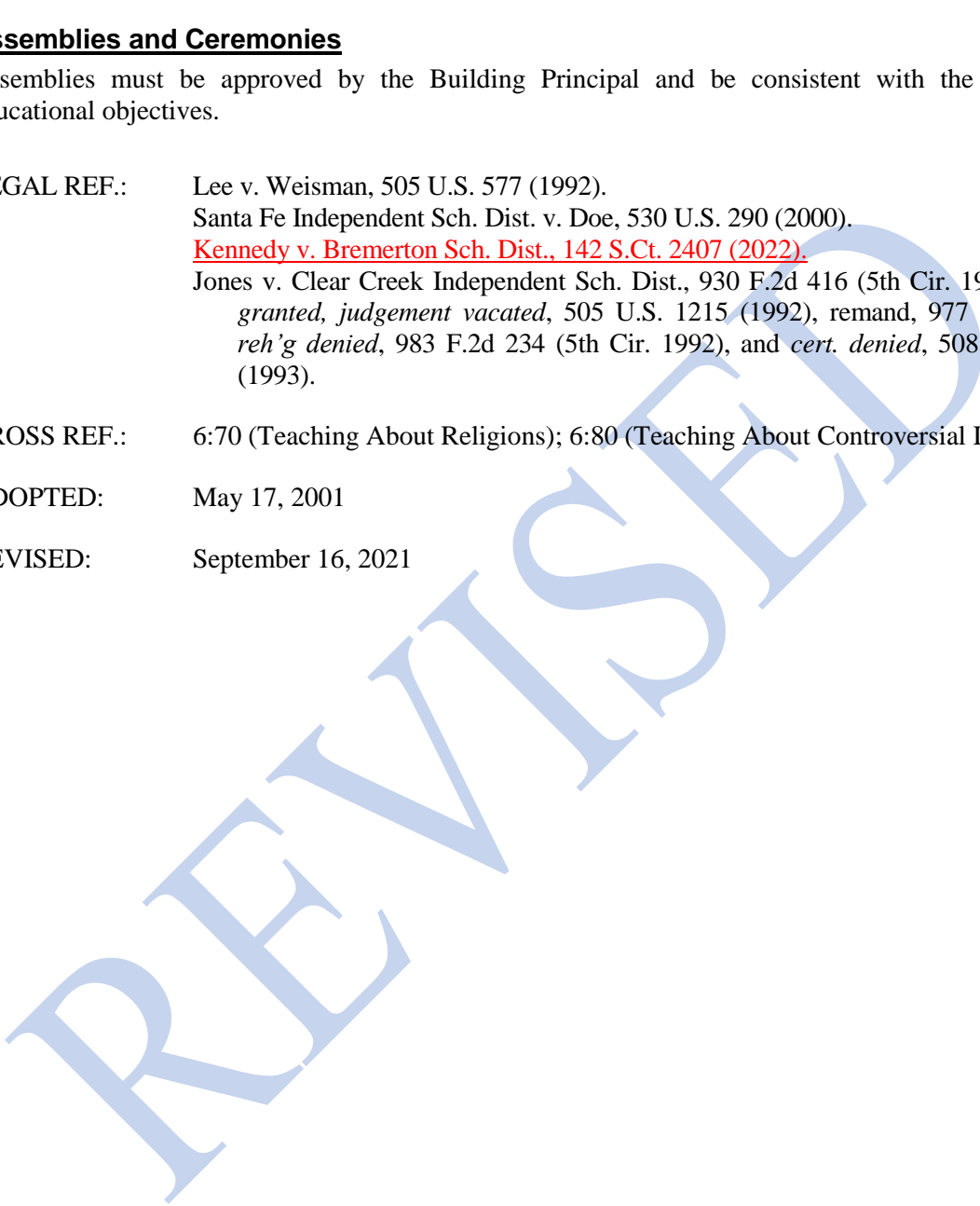
REVISED: July 19, 2018

Instruction

Assemblies and Ceremonies

Assemblies must be approved by the Building Principal and be consistent with the District's educational objectives.

- LEGAL REF.: Lee v. Weisman, 505 U.S. 577 (1992).
 Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000).
 [Kennedy v. Bremerton Sch. Dist., 142 S.Ct. 2407 \(2022\).](#)
 Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416 (5th Cir. 1991), *cert. granted, judgement vacated*, 505 U.S. 1215 (1992), remand, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir. 1992), and *cert. denied*, 508 U.S. 967 (1993).
- CROSS REF.: 6:70 (Teaching About Religions); 6:80 (Teaching About Controversial Issues)
- ADOPTED: May 17, 2001
- REVISED: September 16, 2021



Instruction

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- CROSS REF.: 6:70 (Teaching About Religions); 6:80 (Teaching About Controversial Issues)
- ADOPTED: May 17, 2001
- REVISED: September 16, 2021

CURRENT

Instruction

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child’s educational curriculum pursuant to Board policy 7:15, *Student and Family Privacy Rights*.

~~Persons~~ Parents/guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy ~~should~~ may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

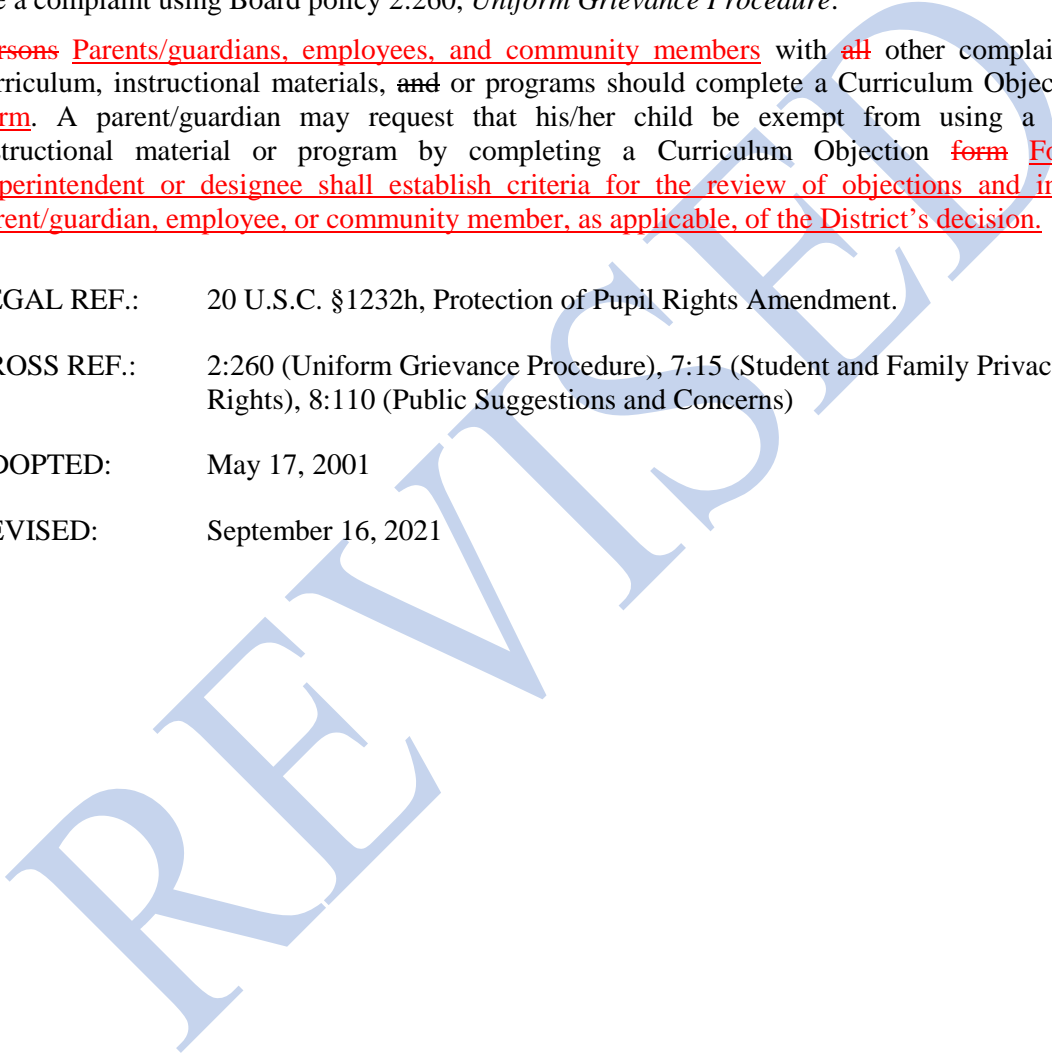
~~Persons~~ Parents/guardians, employees, and community members with ~~an~~ other complaints about curriculum, instructional materials, ~~and~~ or programs should complete a Curriculum Objection ~~form~~ Form. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection ~~form~~ Form. The Superintendent or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of the District’s decision.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED: May 17, 2001

REVISED: September 16, 2021



Instruction

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child’s educational curriculum pursuant to Board policy 7:15, *Student and Family Privacy Rights*.

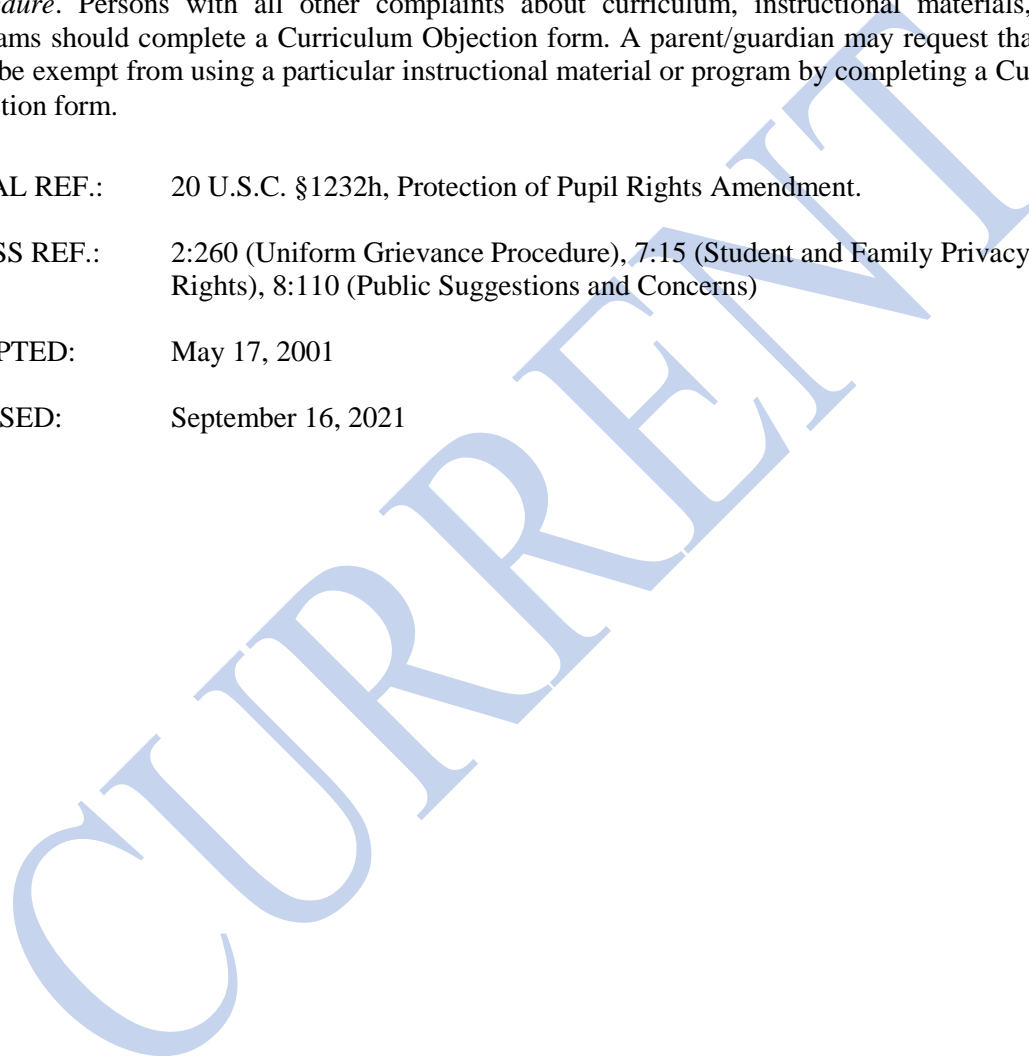
Persons who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy should file a complaint using Board policy 2:260, *Uniform Grievance Procedure*. Persons with all other complaints about curriculum, instructional materials, ~~and~~ or programs should complete a Curriculum Objection form. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection form.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED: May 17, 2001

REVISED: September 16, 2021



Instruction

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

Credit for Non-District Experiences

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

1. Distance learning course, including a correspondence, virtual, or online course;
2. Courses in an accredited foreign exchange program;
3. Summer school or community college courses;
4. College or high school courses offering dual credit at both the college and high school level;
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education;
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program;
7. Credit earned in a Vocational Academy.

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. When applicable, the Building Principal or designee shall, prior to the first day of class, inform individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the community college's criteria for dual credit coursework of whether or not they are eligible to earn college credit for the course. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Vocational or technical education; registered apprenticeship program. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

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

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an *interscholastic* or *extracurricular athletic program* (student must be in the 11th or 12th grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

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

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

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/10-20.62, 5/27-6, 5/27-22.3, and 5/27-22.05.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill. Admin. Code §§1.425(e), 1.440(f), and 1.470(c).

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

ADOPTED: May 17, 2001

REVISED: February 20, 2020

REVISED

Instruction

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

Credit for Non-District Experiences

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

1. Distance learning course, including a correspondence, virtual, or online course;
2. Courses in an accredited foreign exchange program;
3. Summer school or community college courses;
4. College or high school courses offering dual credit at both the college and high school level;
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education;
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program;
7. Credit earned in a Vocational Academy.

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

Substitutions for Required Courses

Vocational or technical education; registered apprenticeship program. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the

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

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an *interscholastic* or *extracurricular athletic program* (student must be in the 11th or 12th grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Volunteer service credit. A student participating in the District’s Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

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

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

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

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

ADOPTED: May 17, 2001

REVISED: February 20, 2020

Instruction

Student Testing and Assessment Program

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

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

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

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District’s annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
 105 ILCS 10/, Illinois School Student Records Act.
 105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, [5/2-3.64a-15](#), 5/2-3.107, 5/2-3.153,
 5/10-17a, 5/22-82, and 5/27-1.
 23 Ill. Admin. Code §§1.30(b) and §375.10.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Instruction

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

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
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 5/22-82, and 5/27-1.
 23 Ill. Admin. Code §1.30(b) and §375.10.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Students

Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identify; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to, the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

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

Nondiscrimination Coordinator/Title IX Coordinator:

Dr. Adam Zehr,
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Complaint Managers:

Ms. Jessica Lombard,
Associate Superintendent
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6142
jlombard@district158.org

Dr. Bryan Zwemke,
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6139
bzwemke@district158.org

Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

Dr. Rocio Del Castillo,
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158
rdelcastillo@district158.org

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

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

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

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

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1 and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill. Admin. Code §1.240 and Part 200.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

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

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

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

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Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
 105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1 and 5/27-23.7.
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
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ADOPTED: May 17, 2001

REVISED: March 17, 2022

Students

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

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of the child's readiness, if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents / guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunization; and Exclusion of Students*.

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

Homeless Children

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

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. [The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.](#)

Student Transfers to and from Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.
 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.
 29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
 105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a,
 5/26-1, 5/26-2, 5/27-8.1.
 105 ILCS 10/8.1, Ill. School Student Records Act.
 105 ILCS 45/, Education for Homeless Children Act.
 105 ILCS 70/, Educational Opportunity for Military Children Act.
 325 ILCS 50/, Missing Children Records Act.
 325 ILCS 55/, Missing Children Registration Law.
 410 ILCS 315/2e, Communicable Disease Prevention Act.
 20 Ill. Admin. Code Part 1290, Missing Person Birth Records and School
 Registration.
 23 Ill. Admin. Code Part 226, Special Education.
 23 Ill. Admin. Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for
 Students At Risk of Academic Failure and/or Dropping Out of School and
 Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140
 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310
 (High School Credit for Non-District Experiences; Course Substitutions; Re-
 Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100
 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of
 Students), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Students

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

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of the child's readiness, if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents / guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunization; and Exclusion of Students*.

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

Homeless Children

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

Foster Care Students

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

Student Transfers to and from Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

- LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232, Family Educational Rights and Privacy Act.
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,
5/27-8.1.
105 ILCS 10/8.1, Ill. School Student Records Act.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
325 ILCS 50/, Missing Children Records Act.
325 ILCS 55/, Missing Children Registration Law.
410 ILCS 315/2e, Communicable Disease Prevention Act.
20 Ill. Admin. Code Part 1290, Missing Person Birth Records and School
Registration.
23 Ill. Admin. Code Part 226, Special Education.
23 Ill. Admin. Code Part 375, Student Records.
- CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for
Students At Risk of Academic Failure and/or Dropping Out of School and
Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140
(Education of Homeless Children), 6:300 (Graduation Requirements), 6:310
(High School Credit for Non-District Experiences; Course Substitutions; Re-
Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100
(Health, Eye, and Dental Examinations; Immunizations; and Exclusion of
Students), 7:340 (Student Records)
- ADOPTED: May 17, 2001
- REVISED: March 17, 2022

Students

Attendance and Truancy

Compulsory School Attendance

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

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

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

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Monitoring

Pursuant to State law and policy 2:240, Board Policy Development, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.: 105 ILCS 5/~~22-92~~ and 5/26-1 through 18.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill. Admin. Code §§1.242 and ~~1-290~~ Part 207.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

Students

Attendance and Truancy

Compulsory School Attendance

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

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4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
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7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
13. A process for a 17-year-old resident to participate in the District's various programs and resources for truant students. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 18.
 705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
 23 Ill.Admin.Code §§1.242 and 1.290.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required from students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papilloma-virus (HPV) and HPV-related cancer(s) and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, students who are currently enrolled or transferring from an Illinois school are required to comply with the above requirements by the student's first day of attendance. Failure to comply with the above requirements by the student's first day of attendance will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by the student's first day of attendance, the student must present, by the requirement date, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have required proof of immunizations within 30 days of registration may continue to attend classes only if he or she has proof that an appointment for

the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

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

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

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

Homeless Child

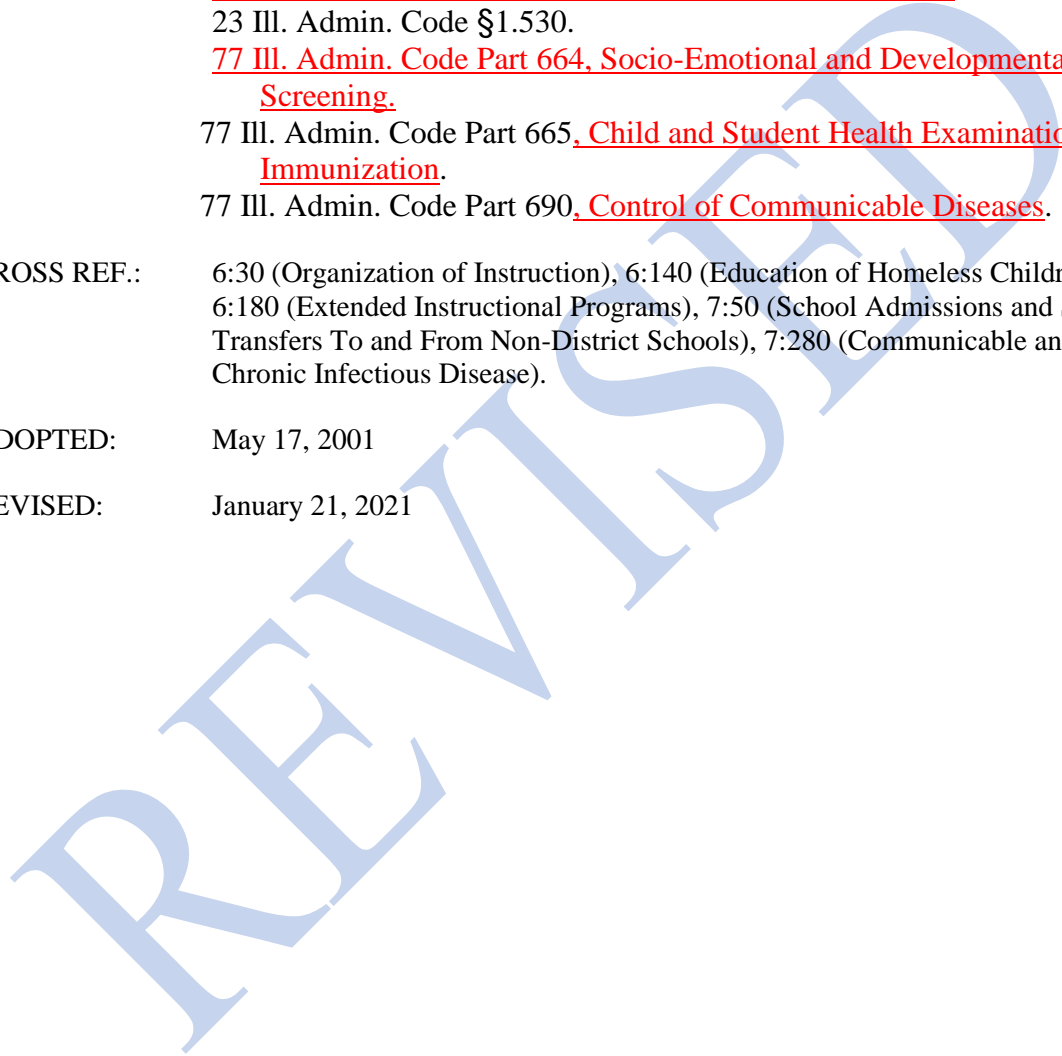
Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.
 105 ILCS 5/27-8.1 and 45/1-20.
 410 ILCS 45/7.1, Lead Poisoning Prevention Act and 315/2e.
410 ILCS 315-2e, communicable Disease Prevention Act.
 23 Ill. Admin. Code §1.530.
77 Ill. Admin. Code Part 664, Socio-Emotional and Developmental Screening.
 77 Ill. Admin. Code Part 665, Child and Student Health Examination and Immunization.
 77 Ill. Admin. Code Part 690, Control of Communicable Diseases.

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

ADOPTED: May 17, 2001

REVISED: January 21, 2021



Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

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

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

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4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papilloma-virus (HPV) and HPV-related cancer(s) and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, students who are currently enrolled or transferring from an Illinois school are required to comply with the above requirements by the student's first day of attendance. Failure to comply with the above requirements by the student's first day of attendance will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by the student's first day of attendance, the student must present, by the requirement date, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have required proof of immunizations within 30 days of registration may continue to attend classes only if he or she has proof that an appointment for

the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

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

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

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

Homeless Child

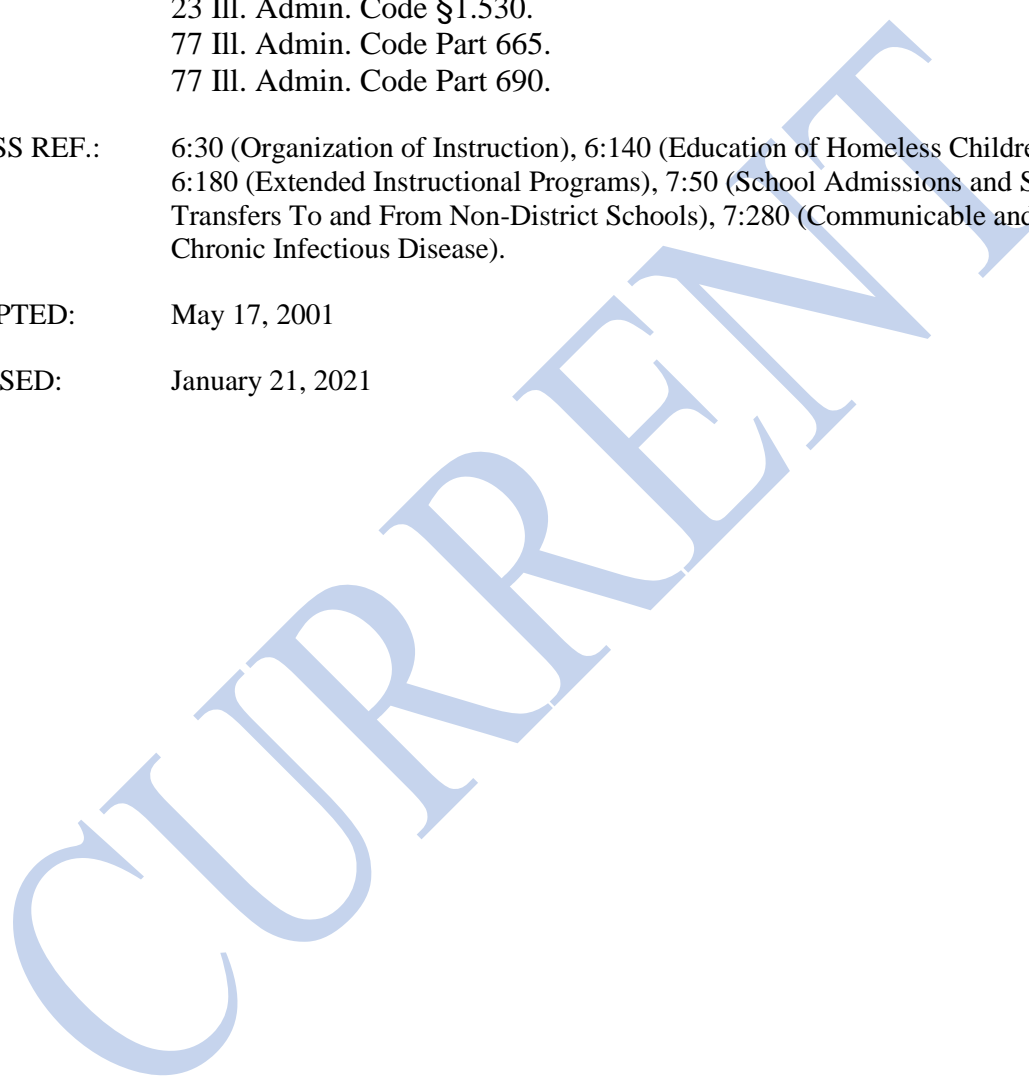
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LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.
 105 ILCS 5/27-8.1 and 45/1-20.
 410 ILCS 45/7.1 and 315/2e.
 23 Ill. Admin. Code §1.530.
 77 Ill. Admin. Code Part 665.
 77 Ill. Admin. Code Part 690.

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

ADOPTED: May 17, 2001

REVISED: January 21, 2021



Students

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designed school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail,

internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, ~~school counselors~~, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

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

Nondiscrimination Coordinator/Title IX Coordinator:

Dr. Adam Zehr,
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4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act or reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, ~~or a signed statement from the board~~; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

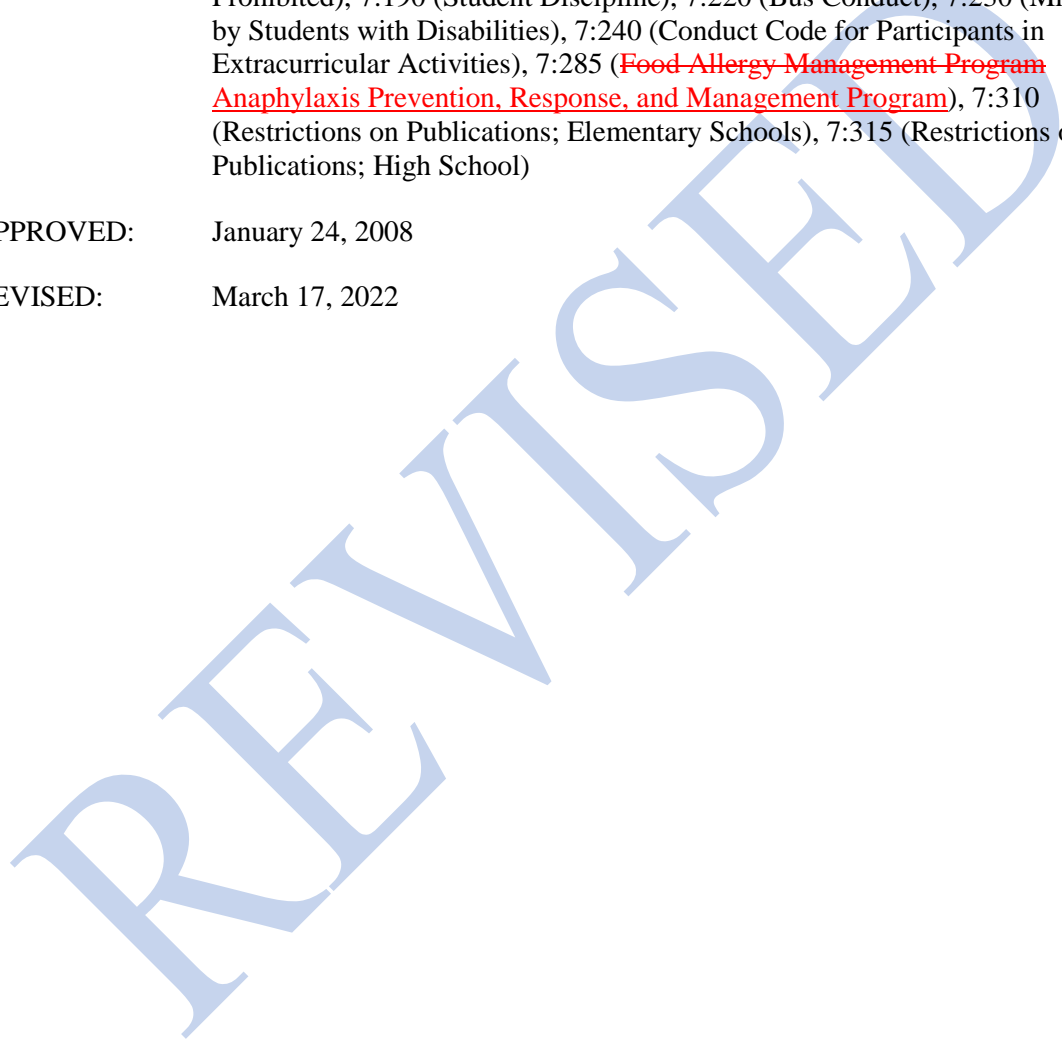
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District’s educational program as required by State law.
 - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic the list of characteristics in 7:20 is the same as the list in this policy).
 - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - h. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children’s Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill. Admin. Code §§1.240, ~~and §1.280,~~ and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure),
2:265, (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230
(Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student
Social and Emotional Development), 6:235 (Access to Electronic Networks),
7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence
Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct
by Students with Disabilities), 7:240 (Conduct Code for Participants in
Extracurricular Activities), 7:285 (~~Food Allergy Management Program~~
Anaphylaxis Prevention, Response, and Management Program), 7:310
(Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on
Publications; High School)

APPROVED: January 24, 2008

REVISED: March 17, 2022



Students

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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Bullying Prevention and Response Plan

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

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5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act or reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
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The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District’s educational program as required by State law.
 - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic the list of characteristics in 7:20 is the same as the list in this policy).
 - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - h. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children’s Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill. Admin. Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure),
2:265, (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230
(Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student
Social and Emotional Development), 6:235 (Access to Electronic Networks),
7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence
Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct
by Students with Disabilities), 7:240 (Conduct Code for Participants in
Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310
(Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on
Publications; High School)

APPROVED: January 24, 2008

REVISED: March 17, 2022

CURRENT

Students

Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of 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 influences of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited, unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

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

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing 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 or teacher, all electronic devices must be kept powered-off or silenced 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 supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials and/or rules and regulations governing student conduct and/or any discriminatory or harassing behavior. 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, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in

- such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
 11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 13. Entering school property or a school facility without proper authorization.
 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
 15. Being absent without a recognized excuse; State law and Board 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, 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, regardless of whether or not 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, automobile; (c) in a school's student locker, desk, or other school property; or (d) any other 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 or 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 detention or Saturday detention 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-sponsored activities and events for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled 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.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code §§1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

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

Required Notices

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

law enforcement agency, Ill. ~~Dept. of~~ State Police (ISP), and any involved student’s parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

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

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

Incorporated
by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7,
and 5/31-3.
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health
Education Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill. Admin. Code §§1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment) 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

Students

Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of 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 influences of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited, unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

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

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

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 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
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law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student’s parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten 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 and guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated
by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7,
5/31-3.
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health
Education Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill. Admin. Code §§1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment) 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

Students

Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student’s parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student’s parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
- ~~5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.~~

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying or treating such needs.

Erin’s Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building’s Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children’s Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: 105 ILCS 5/10-23.13(b), 5/10-20.59, and 5/21B-25(G).
405 ILCS 49/, Children’s Mental Health Act ~~of 2003~~.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

ADOPTED: December 16, 2004

REVISED: March 17, 2022

Students

Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student’s parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student’s parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

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LEGAL REF.: 105 ILCS 5/10-23.13(b) and 5/21B-25(G).
405 ILCS 49/, Children’s Mental Health Act of 2003.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

ADOPTED: December 16, 2004

REVISED: March 17, 2022

Students

Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylactic Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylactic Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*.
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:250, *Board Policy Development*, the Board ~~monitors reviews and makes any necessary updates to~~ this policy at least once every three years ~~by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions~~. The Superintendent or designee shall assist the Board with its ~~reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions~~ review and any necessary updates.

LEGAL REF.: 105 ILCS 5/2-3.1~~9082~~, 5/10-22.39(e), and 5/22-30.
23 Ill. Admin. Code §1.540.
Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: November 11, 2010

REVISED: July 21, 2022

REVISED

Students

Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylactic Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylactic Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*.
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:250, *Board Policy Development*, the Board monitors this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its

reevaluation and assessment of this policy’s outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions.

LEGAL REF.: 105 ILCS 5/2-3.182, 5/10-22.39(e), and 5/22-30.
23 Ill. Admin. Code §1.540.
Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: November 11, 2010

REVISED: July 21, 2022

CURRENT

Students

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

- c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
 - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Implementing State law requirements related to students who are in foster care;
 - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act ~~of 2003~~, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the [Student Confidential Reporting Act, 5 ILCS 860/](#) Children's Mental Health Act ~~of 2003~~, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

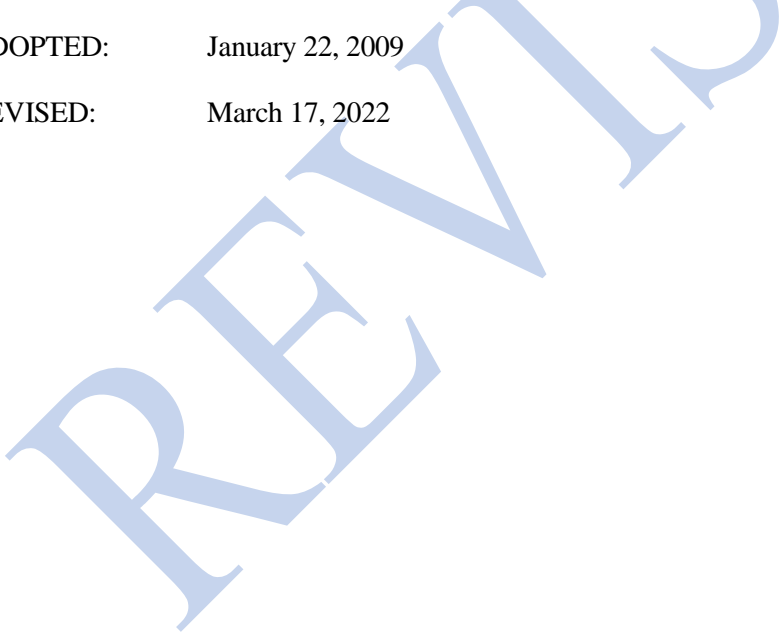
The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 42 U.S.C. §12101 et seq. Individual with Disabilities Education Act.
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.7~~63~~ (final citation pending), 5/10-20.81, 5/10-22.24a, 5-10-22.24b, 5/10-22.39, ~~5/10-20.75~~ (final citation pending), 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.
5 ILCS 860/, Student Confidential Reporting Act.
405 ILCS 49, Children’s Mental Health Act ~~of 2003~~.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: January 22, 2009

REVISED: March 17, 2022



Students

Suicide and Depression Awareness and Prevention

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Suicide and Depression Awareness and Prevention Program

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1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
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 - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
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- c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
 - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Implementing State law requirements related to students who are in foster care;
 - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
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4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
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Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

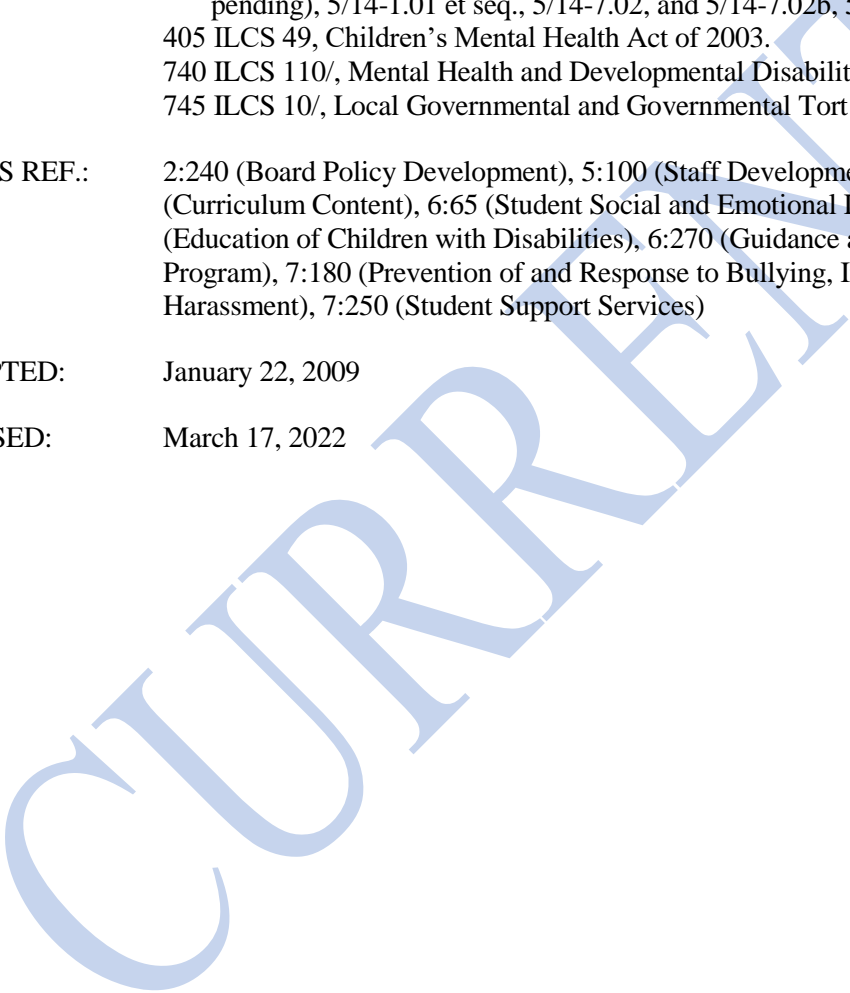
The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 42 U.S.C. §1201 et seq. Individual with Disabilities Education Act.
 105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.73 (final citation pending), 5/10-22.24a, 5-10-22.24b, 5/10-22.39, 5/10-20.75 (final citation pending), 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.
 405 ILCS 49, Children’s Mental Health Act of 2003.
 740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
 745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: January 22, 2009

REVISED: March 17, 2022



Students

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, and parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

- LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act; ~~implemented by 34~~
C.F.R. Part 99.
50 ILCS 205/7, Local Records Act.
105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 et seq.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
325 ILCS 17/, Children’s Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill. Admin. Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).
- CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security).
- ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)
- ADOPTED: May 17, 2001
- REVISED: March 17, 2022

Students

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

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- LEGAL REF.:** 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
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- CROSS REF.:** 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security).
- ADMIN. PROC.:** 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)
- ADOPTED:** May 17, 2001
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