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SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

Public Hearing / Board of Directors Meeting
June 11, 2025
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
2:00 PM
AGENDA

1. **Public Hearing - 2:00 PM**
   a. Call to Order
   b. Public discussion regarding the proposed transfer of $878,196 from the Educational Fund to the Operations and Maintenance Fund
   c. Adjournment of Public Hearing
2. **Call to Order/Roll Call for the Board of Directors Meeting on June 11, 2025**
3. **Pledge of Allegiance**
4. **Public Comment**
5. **Consent Agenda**
   a. Approval of Open Session Minutes from May 21, 2025 Board of Directors Meeting
   b. Personnel Recommendations
      1) Accept/Approve the Resignations, Retirements, Employment, and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff as presented.
      2) Approve the 2025 SASED Extended School Year (ESY) Personnel Recommendations
      3) Approve the Agreements with EDU Healthcare and Blazerworks
      4) Approve the Agreements with NIU - Audiology and the University of Arizona
   c. Financial
      1) Budget Reports
      2) Treasurers/Investments Reports
      3) Payroll Reports for May 2025
      4) Bill List for June 2025
      5) Interim Checks and Voids for May 2025
   d. Governance
      1) Approve the Agreement between Early CHOICES and Accountability Solutions
      2) Approve the SY 25-26 Agreement with Creative Exchange
      3) Accept the First Reading of the Updated Policies Released with IASB PRESS Issue 118
      4) Approve the Behavior Interventions, Policies, and Procedures for Students with Disabilities Manual
6. **Action Items**
   a. Adopt the resolution authorizing the transfer of $878,196 from the Education Fund to the Operations and Maintenance Fund.
   b. Approve the Authorization to Release July 2025 Disbursements Prior to the August 6, 2025, Board of Directors Meeting
   c. Approve the Revised Lease Addendum for 2900 Ogden Avenue
7. **Discussion/Information**
   a. Committee Reports
   b. SASED Strategic Plan Updates
   c. Executive Director Report
8. **Adjournment**

PUBLIC NOTICE OF HEARING ON TRANSFER OF FUNDS

BOARD OF DIRECTORS OF
THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY (SASED)

The Board of Directors of the School Association for Special Education in DuPage County will conduct a public hearing on June 11, 2025 at 2:00 p.m. at the SASED Administrative Center, 2900 Ogden Avenue, Lisle, Il 60532. The purpose of the hearing is to obtain public input on the proposed transfer of $878,196 from the Educational Fund to the Operations and Maintenance Fund. Questions should be directed to SASED's Chief School Business Official, Rachel Wisniewski, at (630) 955-8105.

s/ Ms. Kristina Davis

Secretary, Board of Directors of SASED

PUBLIC NOTICE OF HEARING ON TRANSFER OF FUNDS
BOARD OF DIRECTORS OF
THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY (SASED)

The Board of Directors of the School Association for Special Education in DuPage County will conduct a public hearing on June 11, 2025 at 2:00 p.m. at the SASED Administrative Center, 2900 Ogden Avenue, Lisle, Il 60532. The purpose of the hearing is to obtain public input on the proposed transfer of $878,196 from the Educational Fund to the Operations and Maintenance Fund. Questions should be directed to SASED's Chief School Business Official, Rachel Wisniewski, at (630) 955-8105.

s/ Ms. Kristina Davis
Secretary, Board of Directors of SASED
Published in Daily Herald, May 30, 2025 (292224)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

DuPage County

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DuPage County DAILY HERALD**. That said **DuPage County DAILY HERALD** is a secular newspaper, published in Naperville, DuPage County, State of Illinois, and has been in general circulation daily throughout DuPage County, continuously for more than 50 weeks prior to the first Publication of the attached notice, and a newspaper as defined by 715 ILCS 5/5.

I further certify that the **DuPage County DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 05/30/2025 in said **DuPage County DAILY HERALD**. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

BY _____
Designee of the Publisher of the Daily Herald

Control # 292224 *DUPAGE*

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School Association for Special Education in DuPage
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Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: June 11, 2025
Re: Approval of Board of Directors Meeting Minutes

Open session meeting minutes from the May 21, 2025 Board of Directors Meeting.

Recommended Action: SASED Administration requests that the Board of Directors approve the open session meeting minutes from the May 21, 2025 Meeting.

SASED Board of Directors Meeting
May 21, 2025 - 2:00 PM
SASED Administrative Center
2900 Ogden Avenue, Lisle, IL 60532

OPEN SESSION MINUTES

Mr. Mark Cross, Chairperson, called the SASED Board of Directors meeting to order at 2:00 pm and welcomed those in attendance.

1. Roll call was taken with the following responding:

	District	Representative
Present:	Benjamin School District 25	Mr. John Langton
	Winfield School District 34	Dr. Matt Rich
	DuPage County School District 45	Dr. Brian Graber
	Salt Creek School District 48	Dr. Amy Zaher
	Downers Grove School District 58	Dr. Kevin Russell
	Maercker School District 60	Dr. Sean Nugent
	Cass School District 63	Mr. Mark Cross
	Center Cass School District 66	Dr. Andrew Wise
	DuPage High School District 88	Dr. Jean Barbanente
	Community High School District 94	Dr. Kurt Johansen
	Community High School District 99	Dr. Hank Thiele (arrived 2:05)
	Community Consolidated School District 180	Dr. Charlie Kyle
	Lisle Community Unit School District 202	Dr. Keith Filipiak
	Elmhurst Community Unit School District 205	Dr. Keisha Campbell (arrived 2:06)
Absent:	Keeneyville School District 20	
	West Chicago Elementary School District 33	
	Woodridge School District 68	
	Westmont Community Unit School District 201	

Present: 14 Districts **Absent:** 4 Districts

Also in attendance:
Dr. Kim Dryier, Executive Director, SASED
Dr. Elizabeth Vander Woude, Asst. Dir. Programs and Services, SASED
Ms. Rachel Wisniewski, CSBO, SASED
Mr. Dan Lawler, Technology Coordinator, SASED
Ms. Senga Lowe, Board Recording Secretary, SASED
Guest - Ms. Robin Cox, SASED

2. Pledge of Allegiance

3. Public Comment - None

4. **Consent Agenda**
    1. Approval of Open Session Minutes from April 16, 2025, Board of Directors Meeting
    2. Personnel Recommendations
        1. Accepted/Approved the Resignations, Retirements, Employment, and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff as presented.
        2. Approved the SY25-26 Employment Agreements for IEP Compliance Managers Matthew Flynn and Danielle Nigro.
        3. Approved the Contract for Services between SASED and Interim School Business Office, Inc for SY25-26.
        4. Approved the SY25-26 Staffing Agreement with Amergis Healthcare Staffing.
        5. Approved the Revised Movement Specialist Job Description.
    3. Financial
        1. Budget Reports
        2. Treasurers/Investments Reports
        3. Payroll Reports for April 2025 - gross payroll in the amount of $1,822,876 and payroll liabilities in the amount of $618,037
        4. Bill List for May 2025 in the amount of $1,130,810
        5. Interim Checks and Voids for April 2025 - Interim checks in the amount of $30,447 and no voided checks
    4. Governance
        1. Accepted the Adopted District Resolutions to Appoint a New Representative and Alternate Representative to the SASED Governing Board
        2. Approved the Educational Alliance Discount Agreement with North Central College
        3. Approved the Embrace Renewal Agreement for SY25-26
        4. Approved the Agreement for Services with Infinitec Assistive Technology Coalition for SY 2025-2026
        5. Approved the Facility Use Agreement with NIU Naperville for SASED's Opening Day 2025
        6. Approved the Intergovernmental Agreements to enroll non-member district students in a SASED program
        7. Accepted the Donation of Fitness Equipment valued at $1,300 for Southeast School
        8. Accepted the Donation Check from Delta Gamma Foundation for the Vision Program in the amount of $1,800

A motion was made to approve the consent agenda items as presented. This motion was made by Member Rich and seconded by Member Zaher.

Upon Roll Call Vote:

Ayes: Langton SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58 , Nugent SD60, Cross SD63, Wise SD66, Barbanente SD88, Johansen SD94, Kyle SD180, Flipiak SD202.
Nays: None
Ayes: 12 Districts **Nays:** None **Absent:** 6 Districts
Upon roll call vote, motion passed.

5. **Action Items**

    a. Approved the submission of the FY26 Tentative Budget to the Governing Board
    Dr. Dryier and Ms. Wisniewski provided a detailed breakdown of the tentative budget, including revenue, expenditures, staffing, tuition rates, etc.

A motion was made to approve the submission of the FY26 tentative budget to the Governing Board, as presented. This motion was made by Member Nugent and seconded by Member Langton.

Upon Roll Call Vote:

Ayes: Langton SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58 , Nugent SD60, Cross SD63, Wise SD66, Barbanente SD88, Johansen SD94, Thiele SD99, Kyle SD180, Flipiak SD202, Campbell SD205.
Nays: None
Ayes: 14 Districts **Nays:** None **Absent:** 4 Districts
Upon roll call vote, motion passed.

b. Approved the three year master service agreement with RingCentral
Mr. Dan Lawler provided a summary of the RingCentral system, which is included in the FY26 budget, and is scheduled for a Fall release.

A motion was made to approve the three year master service agreement with RingCentral, as presented. This motion was made by Member Thiele and seconded by Member Graber.

Upon Roll Call Vote:

Ayes: Langton SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58 , Nugent SD60, Cross SD63, Wise SD66, Barbanente SD88, Johansen SD94, Thiele SD99, Kyle SD180, Flipiak SD202, Campbell SD205.
Nays: None
Ayes: 14 Districts **Nays:** None **Absent:** 4 Districts
Upon roll call vote, motion passed.

c. Approved the designation of depositories for fiscal year 2026

A motion was made to approve the designation of depositories for FY26, as presented. This motion was made by Member Langton and seconded by Member Johansen.

Upon Roll Call Vote:

Ayes: Langton SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58 , Nugent SD60, Cross SD63, Wise SD66, Barbanente SD88, Johansen SD94, Thiele SD99, Kyle SD180, Flipiak SD202, Campbell SD205.
Nays: None
Ayes: 14 Districts **Nays:** None **Absent:** 4 Districts
Upon roll call vote, motion passed.

d. Adopted the resolution to appoint Rachel Wisniewski as the SASED Treasurer
It is stated in the joint agreement that SASED's CSBO is appointed the Treasurer. A member suggested SASED should consider changing that when we revise the bylaws for both SASED and the CSBO's protection.

A motion was made to adopt the resolution to appoint Rachel Wisniewski as the SASED Treasurer, as presented. This motion was made by Member Russell and seconded by Member Nugent.

Upon Roll Call Vote:

Ayes: Langton SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58 , Nugent SD60, Cross SD63, Wise SD66, Barbanente SD88, Johansen SD94, Thiele SD99, Kyle SD180, Flipiak SD202, Campbell SD205.
Nays: None
Ayes: 14 Districts **Nays:** None **Absent:** 4 Districts
Upon roll call vote, motion passed.

e. Adopted the resolution approving the Surety Bond of Treasurer FY26

A motion was made to adopt the resolution approving the Surety Bond of Treasurer FY26, as presented. This motion was made by Member Langton and seconded by Member Kyle.

Upon Roll Call Vote:

Ayes: Langton SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58 , Nugent SD60, Cross SD63, Wise SD66, Barbanente SD88, Johansen SD94, Thiele SD99, Kyle SD180, Flipiak SD202, Campbell SD205.
Nays: None
Ayes: 14 Districts **Nays:** None **Absent:** 4 Districts
Upon roll call vote, motion passed.

f. Approved the SY24-25 ESY Lease Agreements

A motion was made to approve the SY24-25 ESY Lease Agreements, as presented. This motion was made by Member Zaher and seconded by Member Thiele.

Upon Roll Call Vote:

Ayes: Langton SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58 , Nugent SD60, Cross SD63, Barbanente SD88, Johansen SD94, Thiele SD99, Kyle SD180, Campbell SD205.
Nays: None
Abstain: Wise SD66, Filipiak SD202
Ayes: 12 Districts **Nays:** None **Abstain:** 2 Districts **Absent:** 4 Districts
Upon roll call vote, motion passed.

g. Approved the SY25-26 Lease Agreements

A motion was made to approve the SY25-26 Lease Agreements, as presented. This motion was made by Member Nugent and seconded by Member Thiele.

Upon Roll Call Vote:

Ayes: Langton SD25, Zaher SD48, Nugent SD60, Cross SD63, Barbanente SD88, Johansen SD94, Thiele SD99, Kyle SD180, Campbell SD205.
Nays: None
Abstain: Rich SD34, Graber SD45, Russell SD58, Wise SD66, Filipiak SD202
Ayes: 9 Districts **Nays:** None **Abstain:** 5 Districts **Absent:** 4 Districts
Upon roll call vote, motion passed.

h. Approved the Contract between SASED and Preservation Services, Inc. in the amount of $299,000.

A motion was made to approve the contract between SASED and Preservation Services, Inc., as presented. This motion was made by Member Langton and seconded by Member Kyle.

Upon Roll Call Vote:

Ayes: Langton SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58 , Nugent SD60, Cross SD63, Wise SD66, Barbanente SD88, Johansen SD94, Thiele SD99, Kyle SD180, Flipiak SD202, Campbell SD205.
Nays: None
Ayes: 14 Districts **Nays:** None **Absent:** 4 Districts
Upon roll call vote, motion passed.

i. Approved the SY25-26 Board of Directors Meeting Dates, Times and Location

A motion was made to approve the SY25-26 Board of Directors meeting dates, times and location, as presented. This motion was made by Member Zaher and seconded by Member Barbanente. Upon voice vote of all ayes from 14 districts present, motion passed.

6. **Adjourned Sine-Die**

A motion was made for the Board of Directors May 21, 2025 meeting to adjourn sine-die at 2:47 pm. This motion was made by Member Rich and seconded by Member Kyle.

Upon Roll Call Vote:

Ayes: Langton SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58 , Nugent SD60, Cross SD63, Wise SD66, Barbanente SD88, Johansen SD94, Thiele SD99, Kyle SD180, Flipiak SD202, Campbell SD205.
Nays: None
Ayes: 14 Districts **Nays:** None **Absent:** 4 Districts
Upon roll call vote, motion passed.

7. **Opened into New Board of Directors Meeting at 2:48 pm.**
Roll call was taken with the following responding:

Present:	**District**	**Representative**
	Benjamin School District 25	Mr. John Langton
	Winfield School District 34	Dr. Matt Rich (exited 3:26)
	DuPage County School District 45	Dr. Brian Graber
	Salt Creek School District 48	Dr. Amy Zaher
	Downers Grove School District 58	Dr. Kevin Russell (exited 2:50)
	Maercker School District 60	Dr. Sean Nugent
	Cass School District 63	Mr. Mark Cross
	Center Cass School District 66	Dr. Andrew Wise
	DuPage High School District 88	Dr. Jean Barbanente
	Community High School District 94	Dr. Kurt Johansen (exited 3:21)
	Community High School District 99	Dr. Hank Thiele
	Community Consolidated School District 180	Dr. Charlie Kyle
	Lisle Community Unit School District 202	Dr. Keith Filipiak
	Elmhurst Community Unit School District 205	Dr. Keisha Campbell (exited 3:22)

Absent: Keeneyville School District 20
West Chicago Elementary School District 33
Woodridge School District 68
Westmont Community Unit School District 201

Present: 14 Districts **Absent:** 4 Districts

8. **Appointment of Dr. Kim Dryier as Chairperson Pro-Tempore**

A motion was made to appoint Dr. Kim Dryier as Chairperson Pro-Tempore in order to facilitate the board officer elections. This motion was made by Member Rich and seconded by Member Russell. Upon voice vote of all ayes from 14 districts present, motion passed.

9. **Election of Board Officers**

a. Elect Chairperson
Mr. Mark Cross nominated Dr. Jean Barbanente for the office of Chairperson. Dr. Jean Barbanente being the only candidate nominated for the office of Chairperson, the chair pro-tem hereby declared Dr. Jean Barbanente elected by acclamation.

b. Elect Vice-Chairperson
Ms. Amy Zaher nominated Dr. Brian Graber for the office of Vice-Chairperson. Dr. Brian Graber being the only candidate nominated for the office of Vice-Chairperson, the chair pro-tem hereby declared Dr. Brian Graber elected by acclamation.
c. Elect Secretary
Mr. Mark Cross nominated Ms. Kristina Davis for the office of Secretary. Ms. Kristina Davis being the only candidate nominated for the office of Secretary, the chair pro-tem hereby declared Ms. Kristina Davis elected by acclamation.

Dr. Jean Barbanente, Chairperson Elect, was seated and presided over the meeting at 2:53 pm.

10. Discussion/Information

a. FOIA Request from Postal Source - Dr. Dryier provided a brief summary of this FOIA request and response.
b. Highlights of Programs and Services for 25-26 - Dr. Vander Woude provided a presentation to the Board, highlighting new program models that will be used at Pathways and SLE including Ukera, A.I.M., and Performance Functional Assessments. There will also be a larger focus on the Transition program in reaching a goal of employment for all of our students. This includes creating spaces that mimic real life so our students can better learn life skills. IEP compliance is also a goal for 25-26, as we will be partnering with districts in compliance training. IEP Facilitation training will occur over the summer.
c. SASED SY 24-25 Enrollment - Dr. Dryier provided a brief summary of the current enrollment which is consistent.
d. Buildings and Grounds - Ms. Wisniewski provided a summary of the work that will be taking place at Southeast over the summer with a start date of 6/4/25 and an end date of 8/4/25.
e. Human Resources Staffing Update - Dr. Dryier provided a brief summary of the current staffing report, which shows an increase of 25 open positions from last month.
f. Committee Reports - No committee meetings this past month.
g. SASED Strategic Plan Updates - Dr. Dryier provided a progress update on the goals in each of the four priority areas of the strategic plan.
h. Executive Director Report
    1) Dr. Dryier provided a summary of the classroom moves that will be taking place over the summer.
    2) Staffing assignments are still being finalized for SY25-26 and will be shared with staff shortly.
    3) SASED will be sharing classroom assignments with districts at the District Admin meeting on 5/23/25.

11. Closed Session - Removed from the agenda.

12. Adjournment

A motion was made to adjourn at 3:29 pm. This motion was made by Member Wise and seconded by Member Cross. Upon voice vote of all ayes from 10 districts present, motion passed.

Minutes Approved by:

_____ _____
Chairperson Date Secretary Date

School Association for Special Education in DuPage
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Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: June 11, 2025
Re: Personnel Recommendations

Purpose: We are pleased to present this month's personnel report for your review. This report provides a comprehensive update on staffing changes, including new hires, departures, and any leaves. Human Resources remains committed to ensuring that we continue to attract top talent.

Please see the attached Personnel Notes.

Financial Impact: Filled positions have been accounted for in the FY26 budget.

Recommended Action: SASED Administration requests that the Board of Directors approve the personnel recommendations as presented.

School Association for Special Education in DuPage

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PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Educational Support Staff

Name	Position	Funding Source	Initial Employment Date	Last Day Worked	Reason
Ball, Donna	1:1 Teacher Assistant	User Fee Dist. #88	8/10/2023	5/28/2025	Relocating

2. Appointments – Licensed Staff

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Cerceo, Jennifer	Teacher/SLE Winfield Primary	Tuition	8/8/2025		$107,804.00
Foley, Brett	Teacher/SLE Winfield Primary	Tuition	8/8/2025		$70,424.00
Hunter, T'Keyah	Teacher/DHH North School	Tuition	8/6/2025		$61,143.00
Kaniewski, Erin	Teacher/DHH North School	Tuition	8/6/2025		$54,592.00

3. Appointments – Educational Support Staff

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Nguyen, Nicole	Teacher Assistant Pathways/Southeast	Tuition	8/11/2025	$20.42	

4. Change of Employment Status – Registered Staff

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Krueger, Kelly	From:				
	Occupational Therapist 1.0 F.T.E.	User Fee Member Dists.	9/3/2013		$78,661.28
	To:				
	Occupational Therapist 0.60 F.T.E.	User Fee Member Dists.	8/11/2025		$49,084.20 Prorated from $81,807.73

4. Change of Employment Status – Registered Staff - continued

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Maguire, Jolene	From:				
	Occupational Therapist 0.88 F.T.E.	User Fee Member Dists.	8/10/2023		$78,258.94 Prorated from $88,821.60
	To:				
	Occupational Therapist 0.60 F.T.E.	User Fee Member Dists.	8/11/2025		$55,424.52 Prorated from $92,374.46
McKinney, Laura	From:				
	Occupational Therapist 0.54 F.T.E.	User Fee Member Dists.	8/12/2019		$42,094.01 Prorated from $78,661.28
	To:				
	Occupational Therapist 0.40 F.T.E.	User Fee Member Dists.	8/11/2025		$32,722.80 Prorated from $81,807.73
Ruiz, Kennedy	From:				
	Occupational Therapist 0.60 F.T.E.	User Fee Member Dists.	3/10/2025		$36,008.40 Prorated from $60,014.00
	To:				
	Occupational Therapist 1.0 F.T.E.	User Fee Member Dists.	8/11/2025		$60,014.00

NOTE: The Administration assures the Board that all of the above salaries are within Board approved ranges and/or schedules.

School Association for Special Education in DuPage

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PROPOSED PERSONNEL ACTION – CONTRACT STAFF

1. Resignations/Retirements/Terminations – Registered Staff - Contracted

Name	Position	Funding Source	Initial Employment Date	Last Day Worked	Reason
Zalesny, Lora	Occupational Therapist Pediastaff	Tuition	11/11/2024	05/23/2025	Personal reasons

2. Resignations/Retirements/Terminations – Educational Support Staff - Contracted

Lopez, Sophia	1:1 Teacher Assistant SLE -Amergis	User Fee Dist. #60	02/10/2025	05/27/2025	Personal reasons
Sanchez, Cameron	1:1 Teacher Assistant SLE -Amergis	User Fee Dist. #58, #180	02/04/2025	05/20/2025	Personal reasons

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Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: June 11, 2025
Re: Personnel Recommendations - ESY

We are pleased to present this month's personnel report specific to Extended School Year (ESY) staffing for your review. This report provides an overview of staffing updates related to ESY, including new hires. Human Resources remains dedicated to supporting the successful implementation of ESY by ensuring qualified staff are in place.

Please see the attached ESY Personnel Notes.

Financial Impact:
All filled positions have been incorporated into the FY26 ESY budget.

Recommended Action:
SASED Administration respectfully requests that the Board of Directors approve the ESY personnel recommendations as presented.

2025 SASED Extended School Year Staff

The Administration recommends employment of the following staff for the 2025 Extended Year Program ending July 17, 2025. Staffing patterns and hourly rates for extended school year were approved at the February Board of Directors meeting.

OCCUPATIONAL/PHYSICAL THERAPISTS ($48.70/hour)
Stephanie Czernek
Jillian Rancatore
Kathleen Ross

SPEECH/LANGUAGE PATHOLOGISTS ($43.82/hour)
Kristen Jones
Kayla Mohammad
Ashley Przanowski
Ellen Uhlir

SOCIAL WORKERS ($43.26/hour)
Carolee Buikema
Melisse Reynolds
Cynthia Tschetter

SITE NURSES ($43.26/hour)
Cynthia Abts
Vicki Otto

ORIENTATION & MOBILITY SPECIALISTS ($43.26/hour)
Tracey Nardi

TEACHERS ($43.26/hour)
Megan Baker
Shawna Ball
Gabriella Barnes
Danielle Biesiada
Michelle Broderick

TEACHERS ($43.26/hour) - continued

Cheryl Creed
Benjamin DeBruin
Kevin Downs
Jennifer Duncan
Paul Erdmann
Brett Foley
Sarah Goins
Catherine Ilyavi
Cleo Kennelly
Amy Klimczak
Leanne Lapato
Samantha Lustig
Jameson Marchese
Paul Martinez
Michelle Moses
Amanda Resendiz
Lynette Stewart

TEACHER ASSISTANTS ($19.57/hour)

Anna Barrios (Food Service)
Marla Biesiada
Jennifer Blaa
Robin Cox
Glen Crites
Matthew Finn
Lauren Flentge
Verneesha Lee
Nicole Nguyen
Mackenzie Webb
Madison Webb

SUMMER CREW ($19.57/hour)

Joshua Dinkel
Daniel Hatlestad
Samuel Manimbo
Caden McDonald
Reilly Nawrocki
Evan Wisniewski

2025 Low Incidence Extended School Year Staff

The Administration recommends employment of the following staff for the 2025 Extended Year Program ending July 17, 2025. Staffing patterns and hourly rates for extended school year were approved at the February Board of Directors meeting.

OCCUPATIONAL/PHYSICAL THERAPISTS ($48.70/hour)
Meghan Murray
Jessica Urban

SPEECH/LANGUAGE PATHOLOGISTS ($43.82/hour)
Melissa Curry
Rebecca Thomas

SOCIAL WORKER ($43.26/hour)
Emily Majkrzak

SITE NURSE ($43.26/hour)
Julie Darrus

SIGN LANGUAGE INTERPRETER ($43.26/hour)
Lisa Fish

ORIENTATION & MOBILITY SPECIALISTS ($43.26/hour)
Cherise Jerrard
Mark Renc

TEACHERS ($43.26/hour)
Debra Boczkowski
Emma Borshell
Maria Dorchack
Patrick Dugan
Alyssa Hamblin
Tamara Hodalic

TEACHERS ($43.26/hour) - continued

Jacquelyn Jackson
Carly Kirkman
Kathleen McGann
Julia Nowicki
Dorothy Spillan

TEACHER ASSISTANTS ($19.57/hour)

Nour Alhennawi
Nicole Baldwin
Alicia Barragan
Diana Barrutia
Ella Book
Achraf Bouomri
Amelia Brennan
Cherese Caston
Deston Dorchack
Alexandra Giard
Andrew Ha
Zachary Leonard
Chase Martin
Paige McCall
Zachary Savickas
Karen Schmidtke
Sophia Smith

DAILY LIVING SKILLS ASSISTANTS ($15/hour)

Evelyn Book
Chelsie Flores
Coleton Novak
Brooke Schuttler
Sydney Stolzenbach

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Dr. Kim Dryier
Executive Director

CONSENT AGENDA ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: June 11, 2025
Re: Blazerworks and EDU Healthcare Contract Approval

We are pleased to recommend a continued partnership with Blazerworks and EDU Healthcare to address the need to fill open positions at SASED. Blazerworks and EDU Healthcare specializes in providing qualified professionals, particularly in areas experiencing shortages.

Given the increasing difficulty in filling positions through traditional recruitment methods, this partnership represents a strategic step toward maintaining operations and supporting our students' needs.

Please see the attached contracts.

Financial Impact: Positions have been accounted for in the FY26 budget.

Recommended Action: SASED Administration requests that the Board of Directors approve the contract with Blazerworks and EDU Healthcare as presented.

EDU Healthcare™

ACCOUNT SERVICES CONTRACT

This **ACCOUNT SERVICES CONTRACT** (the "Agreement") is made and entered into and effective on 05/23/2025 by and between EDU Healthcare, LLC, a North Carolina limited liability company ("EDU HEALTHCARE") and SCHOOL ASSOCIATION FOR SPECIAL EDUCATION (DUPAGE) SASED, "Account" located at 2900 Ogden Lisle, IL 60532

(Collectively referred to as "Parties")

1. **INTRODUCTION**

EDU HEALTHCARE is a workforce solutions provider engaged in the business of recruiting, staffing, placing, and managing providers of occupational, speech, physical, and psychological therapy, audiology, nursing care, and related health care services (the "Services"). Account desires EDU HEALTHCARE to supply one or more of its staff members ("Provider") to render such services to the students ("Students") of Account. To that end, the Parties enter into this Agreement:

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions herein contained, EDU HEALTHCARE and Account hereto intending to be legally bound, agree as follows:

2. **TERM AND TERMINATION**

This Agreement shall continue for a term outlined in Schedule A, subject to the provisions contained in this section. This Agreement may be terminated due to the following: 1) Death or disability of the Provider assigned to Account. For these purposes, "disability" means a physical or mental impairment that prevents the performance of essential job functions, with or without accommodation; 2) Termination of the at-will employment relationship between EDU HEALTHCARE and the Provider, which prevents the rendering of Services to the Account's Students; 3) By EDU HEALTHCARE for a material breach of this Agreement. For these purposes, a material breach can include, but is not limited to, the Account's failure to pay invoices in a timely fashion and the reasonable belief by EDU HEALTHCARE that the Account is violating any federal or state anti-discrimination or workplace law or regulation after EDU HEALTHCARE has put Account on notice of its concern and the Account has failed to correct the perceived violation promptly. 4) By Account upon thirty (30) days prior written notice for Cause. For purposes of this Agreement, the term "Cause" shall mean acts or a willful failure to act by Provider or Providers that results in providing poor Services to Account's Students. Account shall immediately inform EDU HEALTHCARE and submit written documentation when such an act occurs. When this Agreement is terminated in accordance with Section 2, any unsatisfied obligation that arose prior to the termination date shall survive the termination until satisfied.

3. **RENEWAL**

This Agreement shall automatically renew at the end of the term, outlined in Schedule A of this Agreement, for successive one (1) year terms unless either Party provides a written notice at least thirty (30) days prior to the end of the term or renewal term, as applicable, of such Party's decision not to automatically renew this Agreement.

4. **DUTIES AND OBLIGATIONS OF EDU HEALTHCARE**

EDU HEALTHCARE shall provide the Services under the terms of this Agreement and in accordance with the requirements of federal, state, and local laws and applicable rules and regulations. EDU HEALTHCARE is in compliance and will maintain compliance with all applicable laws, including but not limited to billing, claims, submission laws, and regulations in the performance of its services. EDU HEALTHCARE will keep such records relating to the Services rendered pursuant to this Agreement. Providers will assist the Account in maintaining Student records in accordance with accepted professional standards and practices and in a manner designed to facilitate the retrieval of necessary data. Upon request by the Account, EDU HEALTHCARE shall make available all records concerning students of the account in its possession or control to ensure easy access for any potential future audits. EDU HEALTHCARE shall retain Student records for the period(s) required by state and federal law but in no event for less than ten (10) years from the date the Services were rendered. EDU HEALTHCARE will recruit, screen, interview, and assign Providers to meet Account's needs. EDU HEALTHCARE will require all Providers to sign confidentiality agreements by which they promise to protect the Account's confidential information and the student's medical information. EDU HEALTHCARE will pay wages to employees in accordance with applicable state and federal laws governing wages and hours and wage payment. EDU HEALTHCARE will make all required withholdings for payroll and income taxes from employees' wages and will pay workers' compensation insurance premiums and unemployment taxes.

5. **DUTIES AND OBIGATIONS OF ACCOUNT**

Account shall provide written policies and procedures for Services and shall comply in all material respects with applicable state and federal laws and regulations. Account shall maintain individual Student records in accordance with state and federal law. Account shall be made available to EDU HEALTHCARE and its Providers for review and inspection, upon reasonable request, individual records necessary for the proper evaluation and treatment of the student. EDU HEALTHCARE agrees to maintain the confidentiality of such records in accordance with applicable law. Account shall promptly notify EDU HEALTHCARE of any issues or concerns it has with the Provider, whether related to attendance, performance, failure to adhere to Account's workplace policies, procedures, or any other matter. Account shall immediately inform EDU HEALTHCARE if it suspects that. EDU HEALTHCARE is making any billing errors, or that a Provider is engaging in fraudulent activity or is violating or has violated any law.

Account Initials _____ Date 5-23-25

6. MATERIALS

Account shall make available adequate materials and supplies, working and storage space to Provider, so as to enable Provider to render the Services contemplated by this Agreement. This shall include reasonable use of the Account's copy machine, fax machine, email, computer, service materials, and telephone. Account shall maintain the space in compliance with all applicable laws, rules, and regulations.

7. **NO MATERIAL CHANGE**

Account shall make no material change in the duties of a Provider without EDU HEALTHCARE'S written consent to the material change.

8. COMPENSATION

Payment will be made in accordance with bill rates listed in the attached Schedule A. Effective on the Agreement renewal date and every year thereafter, bill rates for services as indicated on the attached Schedule A of this agreement will be increased by three percent (3%) to keep in line with inflationary and competitive wage rate increases. Travel from facility to facility will be reimbursed to EDU HEALTHCARE based on the Standard Federal Mileage Reimbursement Rate.

9. PAYMENT TERMS & OVERTIME

Account will be billed for all services as outlined in the attached Schedule A. EDU HEALTHCARE pays its Providers overtime in compliance with federal, state, and/or local laws. EDU HEALTHCARE will bill the Account at one and one-half times the regular bill rate for all hours EDU HEALTHCARE is required to pay the Provider's overtime.

10. TIMEKEEPING

Account will ensure that Providers accurately record the start and stop times for all hours worked. The Account will approve all hours worked, including any applicable overtime hours, on a Provider's time sheet. EDU HEALTHCARE will generate an invoice for the Account based on the timesheets submitted. Account must review the invoice, notify EDU HEALTHCARE of any error, and provide a corrected invoice that is mutually acceptable to both parties within a reasonable time. In the event the Account fails to dispute or report any errors within thirty (30) days of the invoice date, errors shall not be accepted as a disputed charge, and invoices will be due and payable in full.

11. GUARANTEED MINIMUM HOURS

Account agrees to provide Provider the guaranteed number of work hours per week specified in the attached Schedule A and Work Schedule B. Cancellation of prescheduled workdays or reduction in work hours by Account will be billed, reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled school closings for holidays and planning days, except for those holidays or planning days that are approved by the Account and listed on Schedule B.

12. EMPLOYMENT OF PROVIDERS

Account agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Provider introduced or referred by EDU HEALTHCARE for a period of one year after the latest date of introduction, referral, placement, or end of the contract assignment. If Account or its affiliate enters into such a relationship or refers Providers to a third party for employment, Account agrees to pay an amount equal to $21,500 or thirty-five (35) percent (whichever is greater) of the Provider's first year's annualized salary, including any signing bonuses, as agreed upon at the time of hiring. Payment is due and payable to EDU Healthcare upon the start date.

13. ASSIGNMENT

Account will not transfer or assign this Agreement without EDU HEALTHCARE's written consent.

14. PAID SICK LEAVE

N/A

15. INDEPENDENT CONTRACTOR

It is mutually understood and agreed that EDU HEALTHCARE is an independent contractor rendering Services pursuant to this Agreement through its Provider. The Account shall neither have nor exercise any control or direction over the methods by which the Provider will render Services. The Provider will render Services under this Agreement in accordance with the accepted methods and standards of the relevant professional specialty. The Account shall have the right to request Services but not to control how the Services are rendered. Nothing contained in this Agreement shall be construed to make Provider the employee of the Account.

16. CONFIDENTIALITY

EDU HEALTHCARE and Account agree to maintain the confidentiality of information contained in this Agreement and the medical records of Account's Students. Account and EDU HEALTHCARE agree they are Covered Entities and subject to all applicable HIPAA regulations. The medical record information may be disseminated as permitted or required by law.

Account Initials _____ Date_____

17. INDEMNIFICATION

To the extent permitted by law, EDU HEALTHCARE will defend, indemnify, and hold Account and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by EDU HEALTHCARE's breach of this Agreement; its failure to discharge its duties and responsibilities set forth in this Agreement; or the negligence, gross negligence, or willful misconduct of EDU HEALTHCARE's officers, employees, or authorized agents in the discharge of those duties and responsibilities. To the extent permitted by law, Account will defend, indemnify, and hold EDU HEALTHCARE and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by Account's breach of this Agreement; its failure to discharge its duties and responsibilities set forth in this Agreement; or the negligence, gross negligence, or willful misconduct of Account or Account's officers, employees, or authorized agents in the discharge of those duties and responsibilities. Neither Party shall be liable for nor be required to indemnify the other Party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with this Agreement, regardless of the form of action (whether in contract, tort, negligence, strict liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages. As a condition precedent indemnification, the Party seeking indemnification will inform the other Party within ten business days after it receives notice of any claim, loss, liability, or demand for which it seeks indemnification from the other Party; and the Party seeking indemnification will cooperate in the investigation and defense of any such matter. The provisions in this section constitute the complete agreement between the parties concerning indemnification, and each Party waives its right to assert any common-law indemnification or contribution claim against the other Party.

18. INSURANCE

During the term of this Agreement. EDU HEALTHCARE at its sole cost and expense, and for the benefit of SASED, shall carry and maintain the following insurance:

1. Comprehensive general liability and property damage insurance, insuring against all liability of EDU HEALTHCARE related to theAgreement, with a minimum combined single limit of Two Million Dollars ($2,000,000.00) per occurence and Four Million Dollars ($4,000,000.00) general aggregate;The Commercial General Liability policy shall be endorsed in favor of all Additional Insureds on an ISO CG 2010 (11 85) endorsement form or both ISO CG 2010 (10 01) and CG 2037 (10 01) endorsement forms, or endorsement(s) that provide equivalent coverage.14.1 If any action is brought by either party to enforce or interpret the provisions of this Agreement, each party shall be responsible for its own costs in bringing 4. Umbrella liability insurance with a minimum combined single limit of Five Million dollars ($5,000,000.00) per occurrence and Five MillionDollars ($5,000,000) general aggregate. EDU HEALTHCARE's respective employees; and Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws forProfessional Liability Insurance with limits in the per claim amount of not less than Two Million Dollars ($2,000,000.00) and the annual aggregate of notless than Three Million Dollars ($3,000,000);

5. Sexual abuse and molestation Insurance with limits of $2,000,000 per occurrence and $2,000,000 aggregate. All insurers shallbe licensed by the State of Illinois and rated A+-VII or better by A.M. Best or comparable rating service. The comprehensive general liability and property damage insurance policy, and sexual abuse and molestation policy shall name SASED, its Board, Board members, employees, and agents as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of SASED.Umbrella liability insurance should provide follow form coverage and be at least as broad as the underlying. EDU HEALTHCARE shall provide SASED with certificates of insurance insurance during the duration of this Agreement. The failure to provide acceptable insuranceshall be deemed a breach of this Agreement entitling SASED to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled or terminated by the insuring company without the insuring company having first given at least 30 days prior written noticeto SASED by mail.

19. ATTORNEY'S FEES

If any action is brought by either party to enforce or interpret the provisions of this Agreement, each party shall be responsible for its own costs in bringing or defending such action, including court costs and attorney's fees, except to the extent this Agreement provides otherwise. The Parties agree to cooperate fully and assist the other Party in investigating and resolving any complaints, claims, actions, or proceedings that may be brought by or may involve a Provider.

20. CIVIL RIGHTS

Each party agrees to comply with the provisions of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and all other applicable state and federal anti-discrimination laws and all regulations promulgated pursuant thereto to the end that no person shall on the grounds of race, color, sex, religion, national origin, disability, sexual orientation, gender identity, age, or other protected characteristic be excluded d from participation in, be denied benefits of, or otherwise be subjected to discrimination in the provision of any care or services.

21. FEDERAL BUDGET RECONCILIATION ACT

Until the expiration of four (4) years from the date of this Agreement, according to Title 42, Section 1395 (x) (v) (1) (A) of the United States Code, EDU HEALTHCARE shall make available upon written request of the Secretary of the United States Department of the Health and Human Services, or the request of the Controller General of the United States General Accounting Office, or any of their duly authorized representatives, copies of such documents as are necessary to substantiate the nature and costs associated with the Services performed by EDU HEALTHCARE under the terms of the Agreement.

22. CAUSES BEYOND CONTROL

Neither Party will be responsible for failure or delay in performance of this Agreement if the failure or delay is due to labor disputes, strikes, fi re, riot, war, terrorism, acts of God, or any other causes beyond the control of the nonperforming Party.

Account Initials  Date_____

23. DEFAULT

If an Event of Default by Account occurs, in addition to the right to terminate this Agreement, EDU HEALTHCARE may seek any other remedy available to it in law or in equity on account of such default. Additionally, any amounts due for Services provided by EDU HEALTHCARE shall be immediately paid to EDU HEALTHCARE. Notwithstanding any other provision of this Agreement, either party may terminate this Agreement immediately in the event of a default ("Event of Default") by the other party. With respect to the Account, it shall be an "Event of Default" hereunder: (a) if Account shall fail to keep, observe, or perform any material term or provision of this Agreement, and such default shall continue for a period of ten (10) days after written notice thereof shall have been given to Account by EDU HEALTHCARE, which notice shall specify the event or events constituting the default; (b) if the Account shall petition for reorganization or liquidation under the Bankruptcy Court or apply for, or consent to, the appointment of a receiver, trustee, or liquidator of Account, or of the facility at which Services are being rendered, or admit in writing its respective inability to pay its respective debts as they become due, make a general assignment for the benefit of creditors, or otherwise evidence its insolvency or (c) if the Account ceases to be the licensed operator of the facility at which Services are being rendered.

24. NOTICE

Any notice required to be given to a party to this Agreement shall be in writing and considered effective as of receipt by the notified party. All such notices shall be sent by United States mail, certified mail, return receipt requested, postage prepaid, addressed as set forth below:

If to EDU HEALTHCARE: PO Box 2400
Cornelius, NC 28031

If to Account: SCHOOL ASSOCIATION FOR SPECIAL EDUCATION (DUPAGE) SASED
2900 Ogden Lisle, IL 60532

25. GOVERNING LAW

This Agreement and any modification of it shall be governed by and construed in accordance with the laws of the state in which Services are provided.

26. SEVERABILITY

If any provision of this Agreement shall be held invalid or unenforceable for any reason, the remaining provisions shall remain valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

27. MISCELLANEOUS

Provisions of this Agreement, which by their terms extend beyond the termination or nonrenewal of this Agreement, will remain effective after termination or non-renewal. This Agreement, Schedule A, and any other exhibits attached to it contain the entire understanding between the Parties and supersede all prior agreements and understandings relating to the subject matter of the Agreement. The failure of a Party to enforce the provisions of this Agreement will not be a waiver of any provision or the right of such Party thereafter to enforce every provision of this Agreement. This Agreement may be executed in duplicate counterparts, each of which shall be deemed an original hereof. IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first mentioned above.

ACCOUNT

Account: SCHOOL ASSOCIATION FOR SPECIAL EDUCATION (DUPAGE) SASED

Signature: _____

Date: 5-23-25

EDU HEALTHCARE, LLC

By: Lynne Nicol

Lynne Nicol, VP

Date: 05/23/2025

Account Initials _____ Date_____

EDU Healthcare™

ACCOUNT SERVICE CONTRACT - SCHEDULE A

This Schedule A is part of the Account Services Contract entered by and between EDU HEALTHCARE, LLC ("EDU HEALTHCARE") and the Account identified below.

PROVIDER PLACEMENT DETAILS:

Provider Name: TBD

Term: 2025-2026 School Year, Per District Calendar

Services Provided: Special Education Services listed below

Hours: TBD hrs per week

RATE AND PAYMENT DETAILS:

Bill Rate: Rates per hour listed below

Payment: Due thirty (30) calendar days from invoice date

ADDITITONAL INFORMATION:

Comments:

- Speech-Language Pathologist - $80 per hr
- Occupational Therapist - $80 per hr
- Physical Therapist - $80 per hr
- Special Education Teacher - $78 per hr
- Teacher Paraprofessional Aide- $ 46 per hr
- Registered Nurse - $65 per hr
- Licensed Practical Nurse - $60 per hr
- Social Worker - $75 per hr
- School Psychologist- $85 per hr

ACCOUNT

Account: SCHOOL ASSOCIATION FOR SPECIAL EDUCATION (DUPAGE) SASED

Signature:

Date: 5-23-25

EDU HEALTHCARE, LLC

By: Lynne Nicol

Lynne Nicol, VP

Date: 05/23/2025

Account Initials _____ Date_____

EDU Healthcare™

WORK SCHEDULE - SCHEDULE B

This Schedule B is made part of the Account Services Contract entered by and between EDU HEALTHCARE and the Account Identified below.

WORK SCHEDULE DETAILS: **Start Date:** _____

Provider Name: TBD Account Name: SCHOOL ASSOCIATION FOR SPECIAL EDUCATION (DUPAGE) SASED

Hours: TBD Hrs per week Term: 2025-2026 School Year, Per District Calendar

Are In-service Days Paid Days/Required? _____ Using a PO? _____

Assigned Building(s) : _____

Monday	Tuesday	Wednesday	Thursday	Friday	
Scheduled Work Day? ____Yes ____No	**Scheduled Work Day?** ____Yes ____No	**Scheduled Work Day?** ____Yes ____No	**Scheduled Work Day?** ____Yes ____No	**Scheduled Work Day?** ____Yes ____No	
Workday Start Time _____	**Workday Start Time** _____	**Workday Start Time** _____	**Workday Start Time** _____	**Workday Start Time** _____	
Workday End Time _____	**Workday End Time** _____	**Workday End Time** _____	**Workday End Time** _____	**Workday End Time** _____	
Day Sub Total _____	**Day Sub Total** _____	**Day Sub Total** _____	**Day Sub Total** _____	**Day Sub Total** _____	
Paid Lunch? ____Yes ____No **Lunch Total** (If Unpaid) ____	**Paid Lunch?** ____Yes ____No **Lunch Total** (If Unpaid)	**Paid Lunch?** ____Yes ____No **Lunch Total** (If Unpaid)	**Paid Lunch?** ____Yes ____No **Lunch Total** (If Unpaid)	**Paid Lunch?** ____Yes ____No **Lunch Total** (If Unpaid)	
Day Total (Day Sub Total Less Unpaid Lunch) _____	**Day Total** (Day Sub Total Less Unpaid Lunch) _____	**Day Total** (Day Sub Total Less Unpaid Lunch) _____	**Day Total** (Day Sub Total Less Unpaid Lunch) _____	**Day Total** (Day Sub Total Less Unpaid Lunch) _____	**Weekly Total** (Must Match Hours on Schedule A) _____

COMMENTS: _____

_____

Account Signature: _____ Provider Signature: _____

Account Initials _____ Date _____

YeehroSign©

Certificate Of Completion

Subject: Completed SASED Master agreement 2526 SY EDU Healthcare 2pdf

Document Id: 6830d8c1eaa82946d804e4bf

Status: Completed

Document Pages: 6
Initials: 0

Signatures: 2
AutoNav: Enabled

Certificate Pages: 3
EnvelopeId Stamping: Disabled

Envelope Originator:
Alyssa Adams
18820 Statesville Rd
Cornelius, NC 28031
aadams@eduhealthcare.com

Signer Events	Signature	Timestamp
Recipient Email: lnicol@eduhealthcare.com **Security Level:** Email, Account Authentication (None)	**Signature Typed:** Lynne Nicol **Signature Adoption:** Typed on Device **Using IP Address:** Signed using mobile	**Sent:** 05/23/2025 4:21 PM **Viewed:** 05/23/2025 4:23 PM **Signed:**
Electronic Record and Signature Disclosure: **Accepted:** 05/23/2025 4:23 PM **ID:** field-17480316525370-6536970710676259		
Recipient Email: lnicol@eduhealthcare.com **Security Level:** Email, Account Authentication (None)	**Signature Typed:** Lynne Nicol **Signature Adoption:** Typed on Device **Using IP Address:** Signed using mobile	**Sent:** 05/23/2025 4:21 PM **Viewed:** 05/23/2025 4:23 PM **Signed:**
Electronic Record and Signature Disclosure: **Accepted:** 05/23/2025 4:24 PM **ID:** field-17480316583650-015984684121235437		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, EDU Healthcare (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the YeehroSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the YeehroSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the YeehroSign system during and immediately after the signing session and, if you elect to create a YeehroSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the YeehroSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the YeehroSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact EDU Healthcare:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows: To contact us by email send messages to: info@eduhealthcare.com

To advise EDU Healthcare of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at info@eduhealthcare.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a YeehroSign account, you may update it with your new email address through your account preferences.

To request paper copies from EDU Healthcare

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to info@eduhealthcare.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with EDU Healthcare

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to info@eduhealthcare.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the YeehroSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify EDU Healthcare as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by EDU Healthcare during the course of your relationship with EDU Healthcare.

BLAZERWORKS SERVICE AGREEMENT

THIS SERVICES AGREEMENT (hereinafter "Agreement") is entered into by and between **BlazerWorks, LLC** (hereinafter "BW") located at 5550 Peachtree Parkway, Suite 200, Peachtree Corners, GA 30092 and **School Association for Special Education of DuPage County** whose principal address is 2900 Ogden Ave., Lisle, IL 60532 (hereafter referred to as "Client"). This Agreement shall govern the overall terms of the relationship and the parties agree as follows:

1. Scope of Services.

This Agreement sets forth the general terms and conditions governing the contractual relationship between Client and BW regarding the administration and management of providers of personnel to perform services for Client. BW, a licensed entity in the business of providing workforce solutions to the public and private education sector and not a healthcare provider, will use its commercially reasonable efforts to source Consultants for assignment with Client. In such capacity, BW will act as a non-exclusive workforce solutions manager between Client and its supplemental staff ("Consultants") and may carry out its responsibilities hereunder using one or more Secondary Staffing Partners ("SSP"), including its affiliated divisions/companies. During the term of this agreement, all communications regarding the day-to-day activity and professional operations of the services outlined in this agreement will be conducted between BW and Client. BW shall comply, and shall ensure all SSP's agree to comply, with all applicable laws, regulations, rules and ordinances governing the services to be provided by BW and/or SSP pursuant to this Agreement.

2. Independent Contractor.

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, and that no Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing.

3. Term and Termination of Contract.

This Agreement shall be effective as of August 1, 2025, and shall continue through July 30, 2026 (the "Term"), unless earlier terminated as provided herein. Either Party may terminate this Agreement without cause by providing the other Party with at least thirty (30) days' prior written notice. Such termination shall be effective at the end of the 30-day notice period or on a later date specified in the notice. Upon termination, all obligations under this Agreement shall cease, except for those provisions that, by their nature, survive termination (e.g., confidentiality, indemnification, or fee obligations accrued prior to termination).

4. Competency and Licensing.

BW will present Consultants who possess the licensure and/or certification required for the position identified by Client. In addition, BW will present Consultants who, as closely as possible, represent that they meet the experience and other qualifications as requested by the Client. BW and BW in conjunction with SSP will make every effort to pre-screen job candidates based on Client's requirements and perform due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant referred to Client. In the event Client becomes aware of any notices, findings, or information, including but not limited to fingerprint search results that may negatively impact the commencement or continuation of said assignment, the Client shall notify BW in writing within three (3) business days of Client becoming aware. Client shall furnish all relevant details regarding the situation. Failure to notify BW of such matters may result in the termination of the contractual relationship. Client acknowledges that the decision to accept and keep any Consultant on assignment is ultimately the responsibility of the Client. BW shall not make any intentional misrepresentations about any Consultant and disclaims responsibility or liability for fraud or misrepresentation by consultants not readily ascertainable by reasonable diligence in performing BW's services.

BW will, and shall ensure SSP's will, comply with Section 10-21.9 of the Illinois School Code relating to fingerprint-based criminal history records checks and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database. Before any Consultant furnishes services for Client, BW will provide Client with proof of compliance and/or ensure Consultant complies with Client's checks, as determined by Client.

For each Consultant to provide services for Client, BW will ensure compliance with the requirements of Section 24-5 of the Illinois School Code (105 ILCS 5/24-5) relating to evidence of physical fitness to perform assigned duties and freedom from communicable disease (and screening for tuberculosis when required), and BW will provide proof of compliance to Client.

In addition, for each Consultant who will have direct contact with Client's students, BW will, and shall ensure SSP's will, comply with Section 22-94 of the Illinois School Code (105 ILCS 5/22-94), to include an employment history review, using forms consistent with the template forms issued by the Illinois State Board of Education, and other compliance with the requirements applicable to contractors. By assigning any such Consultant to Client, BW shall, and BW will ensure SSP's shall, represent that the Consultant is not disqualified from such work based on sexual misconduct allegations and that the Consultant: (A) has never been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; (B) has never been discharged from, been asked to resign from, resigned from, or otherwise

been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; and (C) has never had a license or certificate suspended, surrendered, or revoked or had an application for licensure, approval, or endorsement denied due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated.

5. Insurance.

BW will ensure SSP's maintain the following minimum amounts of insurance:

General Liability - $2,000,000 per occurrence and $4,000,000 aggregate.
Workers Compensation - in accordance with State regulations.
Employer's Liability - $1,000,000.
Excess Liability over General Liability and Employer's Liability - $5,000,000 per occurrence and $5,000,000 aggregate.
Professional Liability - $1,000,000 per occurrence and $3,000,000 aggregate.
Sexual Abuse and Molestation - $1,000,000 per occurrence and $3,000,000 aggregate

6. Employment of Consultants.

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by BW or through its SSP for a period of one year after the latest date of introduction, referral, placement or last day of scheduled assignment. If Client or its affiliate enters into such a relationship, Client may be subject to pay a fee per Consultant. Applicable fees are determined by each SSP and could be different for each SSP and/or Consultant. Fees will be outlined in each Consultant's "Client Assignment Confirmation," one of which will be issued for each Consultant placed with Client. Blazerworks will facilitate contact between Client and SSP to verify or negotiate fees. Payment is due and payable to BW on the first day such Consultant provides services to Client outside of this agreement. Client agrees that it will not solicit any Consultant who during the course of business is introduced or referred by BW to Client. Moreover, the Client agrees it will not solicit any Consultant prior to a Consultant Assignment Confirmation being executed. Client shall be subject to a fee of 35% of the Consultant's first year annualized compensation if a Client or its Affiliates intentionally interferes with the relationship of BW and its SSPs, or attempts to solicit any Consultant from BW or its SSPs.

7. Limitation of Liability.

Except for damages or losses arising from a party's indemnification obligations pursuant to paragraph 19, neither party shall be liable to the other for any special, consequential, indirect, exemplary or punitive damages, including any damages on account of lost profits, lost data, loss of use of data, or lost opportunity, whether or not placed on notice of any such alleged damages and regardless of the form of action in which such damages may be sought. The fees and billings due under this agreement are not considered special damages or lost profits and shall not be limited by these provisions. Further, excluding claims arising out of BW's failure to pay SSP's for services rendered after having received payment from Client for such services, in no event shall BW's aggregate liability with respect to any claim or liability arising out of or relating to the Agreement exceed $25,000.00.

8. On-Site Responsibility.

Client is responsible for providing all orientation, support, facilities, training, direction, and means for the Consultant to complete the assignment. Client acknowledges that BW is not providing special education or related services, but rather is providing candidate identification and management services. As such, Client acknowledges that BW nor SSP's are responsible for monitoring the Consultant's on-site performance given that they do not have the capacity to provide direct, on-site supervision of daily activity. Client warrants that its facilities and operations will comply at all times with all applicable federal, state and local safety and health laws, regulations and standards, including any applicable OSHA standards, and that Client will be responsible for providing all safety training and equipment.

9. Timekeeping and Invoicing.

Client will ensure that Consultants accurately record the start and stop times for all hours worked, in accordance with the Client's policies utilizing the Client designated method which may include the submission of BW's timesheet. Timesheets are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

BW will generate an invoice for Client based on timesheets submitted. Each invoice will contain a unique invoice number, date(s) services were provided, Consultant name, Consultant job title, hourly bill rate, total hours billed, and total amount due. Client must review the invoice and notify BW of any errors, including billed hours or improper rates, immediately and in writing. Invoicing errors not received within forty-five (45) days of the date of invoice shall not be disputed and invoices will be due in full.

10. Professional Fees.
Client will be responsible for verifying hours worked by Consultants as documented on the Consultant's timesheet and any discrepancy must be reported to BW by 10:00 on Tuesday following the work week end. Client will pay BW based on hours worked and in accordance with the service charges specified on one or more Assignment Confirmations, which will be included as addenda to this Agreement. BW will generate an invoice for Client based on timesheets submitted. Client must review the invoice and notify BW of any errors, including billed hours or improper rates, within forty-five (45) days of the date of invoice. BW shall resolve any error and provide corrected invoice mutually acceptable to both parties within a reasonable period. In the event client fails to dispute or report any errors within forty-five (45) days, errors shall not be accepted as a disputed charge and invoices will be due and payable in full. All pre-approved hours worked over forty (40) hours in a one-week work period will be billed at one and one-half times the regular bill rate unless applicable law requires double-pay, in which case such time will be billed at two times the regular bill rate. Client hereby notifies BW that pre-approval is required for any and all overtime hours prior to any such hours being worked. SSP invoices will be collected by BW, consolidated and submitted to Client. BW will pay SSPs within 15 days of BW's receipt of payment from Client for services provided by such SSP.

11. Payment Terms.
BW reserves the right to consolidate Consultant and SSP invoices, and invoice Client on a weekly basis for all services provided during the previous week. Client's written pre-approval is required for any and all overtime hours prior to any such hours being worked. If (and only if) such written pre-approval is given by Client, BW will bill Client at one and one-half times the regular bill rate for Consultant's overtime. Payment is due in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505.Invoices paid after the due date will incur an interest charge in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505.. BW reserves the right, at its option, to discontinue any extension of credit. Should billing disputes arise, Client shall notify BW in writing within ten (10) days of the receipt of the disputed invoice.

12. Administrative Responsibilities.
Client shall be responsible for orienting Consultants to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultants fail to submit paperwork as required per Client's policies and procedures, Client must notify BW in writing within three (3) business days of alleged failure. Failure to notify BW before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by client's assigned representative are not subjected to billing dispute if client fails to notify BW of time sheet and work performed discrepancies. Additionally, Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in a retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, Client is solely responsible for providing such notice to BW and Consultant and fulfilling all associated administrative duties. Client shall immediately notify BW if any Consultant is required to, or voluntarily elects to participate in any such system, and agrees that no work will be performed by such Consultant until a signed agreement between SSP and Client sets forth the manner in which all employer and employee contributions will be made.

13. Incident and Error Tracking
Client will report to BW any performance issues, incidents, errors and other events related to the care and services provided by BW or SSP employees. BW or SSP, as applicable, will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within five (5) business days of the occurrence.

14. Reporting of Work-Related Injuries.
Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate by the Client and suitable to the setting to which Consultants are assigned. Client ensures compliance with all applicable OSHA obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to BW within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultants shall also report work-place injuries, incidents or exposures to BW and applicable SSPs concurrently with Client.

15. Termination with Cause.
Within five (5) business days after occurrence, Client has the obligation to notify BW of any misconduct or poor performance by the Consultant, and any Consultant-involved incident that would be considered adverse to the overall operation of Client. Client may request that BW facilitate the immediate removal of any Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant's assignment unless BW or SSP has been notified as set forth in the first sentence of this section, or unless a single incident warrants immediate dismissal prior to BW's notification. All supporting documentation specifying the reasons and facts of the termination is required Within five (5) business days after

termination. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Should BW identify a suitable replacement Consultant within two (2) business days after termination, Client agrees to original terms or extended terms of the terminated Consultant's assignment.

16. Termination without Cause.

Either party may cancel an assignment with thirty (30) days prior written notice. In that event, Client is responsible for all charges and fees prior to cancellation date and through the 30-day period of notice. In the event Client is unable to provide thirty (30) days' notice of termination, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours. In addition, Client may cancel an assignment with thirty (30) days prior written notice to BW in the event that the assignment becomes unnecessary for reasons beyond Client's control, including (but not limited to) extended absence of the student to whom the Consultant is assigned or a reduction in the number of students receiving services from the Consultant.

17. Guaranteed Minimum Hours.

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the "Client Assignment Confirmation," one of which will be issued for each Consultant placed with Client. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled closings for holidays and planning days.

18. Paid Sick Leave.

For those jurisdictions that have passed or will pass paid sick time legislation, Paid Sick Time will be the responsibility of BW or the SSP, as applicable, and will not be billed to Client.

19. Unscheduled Facility Closure Policy.

The parties agree that in the event of an unforeseen or unexpected interruption in an Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of $200 per day for each day that the Consultant (s) is unable to work by virtue of such Unscheduled Closure. For the purposes of this section snow days are not included.

20. Multiple Locations.

If client requires Consultant to travel to and perform services at more than one location, Client will compensate BW for travel time between facilities in the same work day at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

21. Indemnification.

BW will contractually require, in all subcontractor/sub-vendor agreements, that each SSP agree to defend, indemnify and hold harmless Client (as a third-party beneficiary) and BW together with their governing boards, executive boards, directors, officers, employees and agents from and against all liability, loss, expense, damage or claim for injury or damages arising out of or relating to its performance of services to Client including, without limitation any and all claims for injury or damage caused by or resulting from the acts and/or omissions of Consultants and/or SSPs, including acts and/or omissions of their directors, officers, employees or agents except to the extent said claims are caused by, or in any manner related to, the negligent acts or omissions of Client, its Board of Directors, Governing Board, Board members, employees, and agents..

BW agrees that it shall defend, indemnify and hold harmless Client and SSP together with their directors, officers, employees and agents from and against all liability, loss, expense, damage or claim for injury or damages to the extent solely caused by or resulting solely from the negligent or willful acts or omissions of BW in the performance of services hereunder, including acts and/or omissions of its directors, officers, employees or agents except to the extent said claims are caused by, or in any manner related to, the negligent acts or omissions of Client, its Board of Directors, Governing Board, Board members, employees, and agents.. Notwithstanding anything to the contrary above, BW shall not be responsible, under any theory of liability, for claims resulting from the acts or omissions of any of the SSPs, their respective officers, employees, agents, or contractors, nor shall BW be responsible for the SSP's performance under the applicable supplier agreement, and BW's insurance shall not be deemed to cover or be excess to the insurance of any SSP.

Notwithstanding anything herein to the contrary, neither BW's nor SSP's obligations with respect to indemnification for acts or omissions described in this Section will apply to the extent that such application would nullify any existing insurance coverage of Soliant or as to that portion of any claim of loss which the insurer is obligated to defend or satisfy.

22. Confidentiality.

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement. It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information. The only exceptions will be: (a) Information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement, (b) disclosures as required by law. Confidential Information of BW shall include, but is not limited to, any and all unpublished information owned or controlled by BW and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of BW and which is not generally disclosed to the public.

23. Family Education Rights and Privacy Act.

BW shall, and shall contractually require all SSPs and Consultants, to comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA"). BW acknowledges that certain information about the Client's students may be contained in records maintained by BW, SSPs, and/or Consultants. BW further acknowledges that this information may constitute "school student records", and/or "education records" as defined in FERPA, and/or "personally identifiable information" as defined in FERPA's implementing regulations, which information is hereinafter collectively referred to as "Student Data." With regard to Student Data, BW agrees as follows:

a. BW certifies that it will comply with all applicable laws and/or regulations, including FERPA, relating to confidentiality, privacy, and data security.
b. BW will have access to Student Data on an "as needed" basis, only as necessary to perform the services under this Agreement.
c. When BW is provided access to Student Data, BW (and its employees) will use the information only for the purposes for which access was provided.
d. BW agrees that it will comply with 34 CFR §99.33(a) relating to the use and redisclosure of Student Data.
e. BW shall maintain in force measures reasonably available within the information technology industry to prevent any unauthorized person from gaining access to or altering, viewing, manipulating or affecting the Student Data in any way. BW shall maintain, encrypt, and secure the Student Data in accordance with industry standards. BW agrees to maintain the confidentiality of the Student Data using at least the degree of care and security as BW uses to maintain the confidentiality of its own confidential information.
f. BW agrees to direct its owners, directors, members, employees, and agents to adhere to the confidentiality requirements set forth herein.
g. Upon termination, cancellation, expiration, or other conclusion of this Agreement, BW shall return all Student Data to the Client and shall delete all Student Data from its operational systems.

In addition, BW will contractually require all SSPs and Consultants to agree to items a-g, above.

24. Equal Opportunity.

BW will contractually require that all SSPs: 1) screen based on merit only; 2) warrant that no candidates will be discriminated against due to race, religion, color, sex, national origin, age, disability, or any other characteristic protected by law; and 3) provide equal opportunity to all Consultants for employment. Client warrants that it will screen based on merit only, that no candidates will be unlawfully rejected by Client, that no candidates will be discriminated against by Client due to race, religion, color, sex, national origin, age, or disability, and that it is an equal opportunity employer. BW warrants that it will screen based on merit only, that no candidates will be unlawfully rejected by BW, that no candidates will be discriminated against by BW due to race, religion, color, sex, national origin, age, disability, or any other characteristic protected by law, and that it is an equal opportunity employer. In performing services pursuant to this Agreement, BW will not, and shall ensure SSP's acknowledge they will not, discriminate against any individual on the basis of race, religion, color, sex, national origin, age, disability, ancestry, marital status, order of protection status, military status, sexual orientation, pregnancy, or any other characteristic protected under applicable State or Federal law.

25. Compliance with Laws.

BW shall comply with all state and federal laws, regulations, rules and ordinances applicable to BW and/or the services to be provided by BW pursuant to this Agreement.

26. Notices.

Any notice or notification required to be given by either BW or Client in connection with the terms and conditions of this Agreement shall be provided in writing and considered effective as of the date of receipt. Notices shall be sent to the following:

blazer works

If to BlazerWorks:	*To Client*
5550 Peachtree Parkway Suite 500 Peachtree Corners, GA 30092 ContractNotices@blazerworks.com	Client: School Association for Special Education of DuPage County Address: 2900 Ogden Ave., Lisle, IL 60532

27. Survival.
The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.

28. Governing Law.
This Agreement shall be governed by the laws of the state of Illinois.

29. Modification of Agreement
This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the Parties who are authorized to execute the agreement.

30. Entire Agreement.
This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended and/or assigned in a writing specifically referencing this Agreement and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties.

This Agreement contains terms that may only be altered when agreed upon in writing by both parties. ***(Please return all pages of this Client Agreement)***.

279871 - SASED

5-28-25
Client Representative Signature Date

Kim Dreyer
Print Name

Executive Director
Title

BlazerWorks LLC

Blake Christy
Division Director
May 28, 2025 16:57 UTC
IP: 38.142.130.219

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

CONSENT AGENDA ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Julie Grohn, Assistant Director of Human Resources
Date: June 11, 2025
Re: NIU - Audiology and University of Arizona Contract Approval

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We are pleased to propose a partnership between SASED and NIU's Audiology students and University of Arizona students on their educational path. This collaboration presents an opportunity for our SASED to cultivate aspiring educational staff.

Through this partnership, NIU students pursuing degrees in the Audiology Program will complete fieldwork within our Audiology Department and University of Arizona students. This initiative will provide them with hands-on experience in a structured learning environment, under the mentorship of our experienced audiologist and/or teachers. In return, our district benefits from additional instructional support, fresh perspectives, and a potential pipeline of well-trained future educational staff.

We kindly request the Board's consideration and approval of this partnership. If approved, we will work closely with NIU and Arizona to establish clear guidelines, expectations, and a seamless integration of their students into our schools.

Please see the attached contract.

Financial Impact: No financial obligation

Recommended Action: SASED Administration requests that the Board of Directors approve the contract with NIU Audiology Department and University of Arizona as presented.

AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT (the "**Agreement**") by and between **SASED** (the "**Facility**") and **the Board of Trustees of Northern Illinois University on behalf of Northern Illinois University** (the "**School**") shall become effective on the date when the last party to sign has executed this Agreement (the "**Effective Date**").

WHEREAS, the School desires to utilize various Facility sites (Exhibit A) that may be available for the purpose of providing practical learning and clinical experiences as listed in Exhibit B in connection with students of the School.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students.** The School shall have the total responsibility for planning and determining the adequacy of the practical learning and clinical educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will refer to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School's curriculum.

2. **Insurance.**

A. **Student professional and general liability insurance.**

(i) Other Colleges and Universities

School shall (a) maintain professional liability insurance, which may be self-insured, covering students, or (b) require students participating in the practicum to maintain a personal student professional liability insurance policy. Such policy shall have limits for professional liability insurance of not less than One Million Dollars ($1,000,000.00) per occurrence or claim and Three Million Dollars ($3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars ($1,000,000) per occurrence or claim and Two Million Dollars ($2,000,000) in the aggregate covering the acts of such student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the Facility. School shall provide proof of coverage to the Facility by providing certificates of insurance evidencing coverage prior to student participation in the practical learning and clinical educational experience. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

(ii) State Colleges and Universities located in Illinois

If the School is a state college or university located within Illinois, the School shall (a) maintain professional liability insurance, which may be self-insured, covering students, or (b) require students participating in the practical learning and clinical educational experience to maintain a personal student professional liability insurance policy. Such professional liability insurance policy shall have limits of not less than One Million

Dollars ($1,000,000.00) per occurrence or claim and Three Million Dollars ($3,000,000.00) in the aggregate covering the acts of such student while participating in the program at the Facility. School shall provide proof of coverage to the Facility by providing certificates of insurance evidencing coverage prior to student participation in the practical learning and clinical educational experience.

(a) Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

(b) In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

B. **Student Health Insurance**. School shall require students participating in the practical learning and clinical educational experience to maintain comprehensive health insurance and shall verify same prior to student participation in the program at the Facility. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

C. Facility Insurance. Facility shall maintain during this Agreement professional liability insurance in amounts not less than One Million Dollars ($1,000,000.00) per occurrence or claim and Three Million Dollars ($3,000,000.00) in the aggregate, and general liability insurance in amounts not less than One Million Dollars ($1,000,000) per occurrence or claim and Two Million Dollars ($2,000,000) in the aggregate. Further, Facility shall maintain workers compensation insurance in amounts not less than that required by statute. Facility may be self-insured.

3. **Designation of liaison to Facility; communications relating to clinical placements.** The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the practical learning and clinical experience will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **Evidence of student certifications, vaccinations, etc.** As required by the facility, the School shall provide evidence that each student has met all requirements, which may include, but are not limited to, CPR certification, proof of absence of TB, hepatitis B vaccination, Tdap vaccination, annual flu vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB and general HIPAA training. Facility may update these requirements upon written notice to School. Any student not meeting applicable requirements shall not be eligible to participate in a clinical rotation. Any requirements under this section (e.g. immune status and TB screening) shall be based on current CDC and OSHA standards and/or guidelines for health-care personnel, and shall be evaluated by the School upon program entry of each student and again each time such standards and/or guidelines are changed or updated.

5. **Criminal background check and drug/background screening compliance.** Where applicable, a fingerprint-based criminal background check and a drug screen, as required by and acceptable to the Facility, are required of each placed student prior to participation in the practical learning and clinical educational experience. The School will advise students that they are required to complete all required background screenings and that students with unacceptable results will not participate at sites where students with such results are forbidden by Facility's policy or applicable law. The School will advise students that they are required to comply with Section 10-21.9 of the Illinois School Code relating to fingerprint-based criminal history records checks and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database. The Facility will conduct the fingerprinting. The School will advise its students ho will have direct contact with children or students at the Facility during their placement that they shall comply with all required components of the Faith's Law Employment History Review process pursuant to Section 22-94 of the Illinois *School Code* if required by the Facility, and School agrees to reasonably assist the Facility in gathering information to support such Employment History Reviews if requested by the Facility.

6. **School notices to students.** The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation and living arrangements.

(d) Report to the Facility on time and follow all of the Facility's established Board policies and regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the School while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the School before publishing any material relating to the practical learning and clinical educational experience.

(g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Comply with all applicable background check and screening requirements required by State law and/or the Facility's Board policies.

Maintain confidentiality of the Facility's school student records and other student data as required by federal and State law.

7. **Accreditation**. As required by Facility, School represents that it is and, for the term of this Agreement, will be (a) approved by the Illinois Board of Higher Education, or

similar body for the state in which the School is located, and (b) accredited by an accrediting body that is recognized by Council for Higher Education Accreditation or the U.S. Department of Education. School will provide Facility with copies of all accreditations upon request. In the event accreditation is lost, suspended, or otherwise restricted, School shall notify Facility, in writing, within three (3) business days. Facility may, at its sole discretion, suspend or terminate this Agreement if School fails to maintain its accreditation.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised clinical experiences.** Subject to the ability of Facility to accommodate School's request, which Facility shall determine in its sole discretion, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised practical learning and clinical educational experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Facility shall provide faculty and students with an orientation to Facility, including HIPAA training.

2. **Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of practical learning and clinical educational experience, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

3. **Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned practical learning and clinical educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.

4. **Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for practical learning and clinical educational experience in case of accident or illness. In case of emergency at the Facility, the Facility's standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.

5. **Designation of liaison to School; communications relating to practical learning and clinical educational experiences.** The Facility shall designate a liaison responsible for coordinating the practical learning and clinical educational experience. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the practical learning and clinical educational experience. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the practical learning and clinical educational experience.

6. **Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.

7. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding student record and patient health information, permit a tour of its clinical facilities and services available and other items pertaining to practical learning and clinical educational experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

8. **Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the practical learning and clinical educational experience.

9. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

C. OTHER RESPONSIBILITIES:

1. **Compliance with patient and student record privacy laws**. The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality Further, School shall require that students and faculty de-identify all documents created and/or utilized for educational purposes outside of Facility. This shall include, at a minimum, removal of patient name, date of birth, address, medical record number, insurance information, social security number and other personal information that could be used to identify a patient.

The School acknowledges that the School and its students will, have access to Facility information that constitutes "school student records" as defined in the Illinois School Student Records Act (105 ILCS 10/1, et seq.) and/or "education records" as defined in the Family Educational Rights and Privacy Act ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3) and/or "records" as defined in the Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1, et seq.), which information is hereinafter collectively referred to as "School Student Data."

With regard to School Student Data: (1) The School and its students will comply with all applicable laws and/or regulations relating to confidentiality, privacy, and data security;

(2) The School and its students will have access to the Facility's School Student Data on an "as needed" basis, only as necessary to implement the program under this Agreement; (3) When the School and/or its Students are provided access to School Student Data, such information will be used only for the purposes for which access was provided; (4) The School and its students will comply with 34 CFR §99.33(a) relating to the use and redisclosure of School Student Data; (5) The School and its students shall take reasonable measures to prevent any unauthorized person from gaining access to School Student Data. The School agrees that it and its students will maintain the confidentiality of School Student Data using at least the degree of care and security as the School uses to maintain its own confidential information. The School agrees to direct its students, employees, and agents to adhere to the confidentiality requirements set forth herein. Upon termination, cancellation, expiration, or other conclusion of this Agreement, the School and its students shall return and/or delete all of Facility's School Student Data.

2. **Determination of instructional period.** The course of the practical learning and clinical educational experience will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.

3. **Determination of number of participating students.** The number of students eligible to participate in the practical learning and clinical educational experience will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of practical learning and clinical educational experiences at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the practical learning and clinical educational experience with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

4. **Evaluation of students' clinical experiences.** Evaluation of the practical learning and clinical educational experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current practical learning and clinical educational experiences offered to students.

5. **Removal of students.**

(a) The School has the right to remove a student from a practical learning and clinical educational experience. The School shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a practical learning and clinical educational experience from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in

writing of the reasons for the removal and shall consult with the School before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on the Effective Date. Thereafter, this Agreement shall automatically renew for additional one (1) year terms, not to exceed a total of nine (9) one year terms, unless terminated as set forth herein. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the practical learning and clinical educational experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Qualifications of School faculty.** The School represents that relevant faculty members are appropriately qualified, certified and/or licensed. The School will provide the Facility with copies of evidence of qualifications, certifications or licensures, upon request.

3. **Assignment of Agreement.** This Agreement may not be assigned by either party without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Excluded Providers.** Each party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.

5. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.

6. **Non-Discrimination**. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation, physical or mental disability, or any other legally protected class in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

7. **Employment status.** No student, School employee or agent of School under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student, School employee or agent be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

8. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

SASED
2900 Ogden Avenue
Lisle, IL 60532
Attention: Julie Grohn, Asst. Director of Human Resources
jgrohn@sased.org

With a Copy to:

Facility Legal Counsel at:
Engler Callaway Baasten & Sraga, LLC
2215 York Road, Suite 400
Oak Brook, IL 60523
Attention: Dawn Hinkle/Ryan Gillespie

If to the School:

Northern Illinois University
College of Health & Human Sciences
Wirtz Hall 227
Dekalb IL, 60115
Attention: Ashley Rauen, Administrative Aide
Aern@niu.edu

With a Copy to:

The School Legal Counsel at:
Northern Illinois University
Legal Services
Altgeld 334
Dekalb IL, 60115
Attention: Laura Sala

or to such other addresses as the parties may specify in writing from time to time.

9. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

10. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

11. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

12. **Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

13. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

14. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all in the spaces below.

For and on behalf of:
SASED

Facility Name

Signature: _____

Printed Name: Kim Dryer

Title: Executive Director

Date: 5-28-25

The Board of Trustees of
Northern Illinois University
College of Health & Human Sciences
School Name

Kelly Fiala Digitally signed by Kelly Fiala Date: 2025.05.28 13:06:48 -05'00'

Printed Name: Dr. Kelly Fiala

Title: Dean of the College of Health and Human Sciences

Date: _____

EXHIBIT A

NAME/LOCATION OF FACILITY SITES

2900 Ogden Ave Lisle, IL 60532

EXHIBIT B

NAMES OF PROGRAMS

- Audiology

FIELD PLACEMENT AGREEMENT
BETWEEN THE ARIZONA BOARD OF REGENTS, THE UNIVERSITY OF ARIZONA
AND
THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION

This Agreement entered into this 2 day of June, 2025, by and between the Arizona Board of Regents, for and on behalf of The University of Arizona (hereinafter referred to as the "University") and SASED (hereinafter referred to as the "AGENCY") and herein referred to as "Party" or "Parties."

Purpose

The purpose of this Agreement is to establish a relationship between the AGENCY and University to enable an educational experience for the University's students at AGENCY sites, which may qualify the students for University academic credit as determined by the University.

Now, therefore, it is mutually agreed between the parties hereto as follows:

Term

The initial term of this Agreement shall be for five years, from July 1, 2024 to June 30, 2025 with the option to renew for up to an additional five years, except that either Party may, at any time, with or without cause, terminate this Agreement by providing the other Party with ninety (90) days advance written notice.

Definitions

1. "Student Practitioner" as used herein means the University student active in participation in the duties and functions of professional practice under the direct supervision and instruction of employees of AGENCY ("Supervising Practitioners").

2. "Session of student practice" as used herein is considered to be all or part of the following:

    a. Observations in classrooms and field practice settings ranging from several hours to several weeks within a given semester;
    b. Assisting an experienced practitioner with routine classroom or field work, or other work that is routine professional practice;
    c. Instructing one or more students or interacting with one or more clients in the field setting;
    d. Assuming responsibility for planning and implementing instruction for a large group (including an entire classroom) of students;
    e. Assuming responsibility for counseling clients;
    f. Conducting client assessments and developing appropriate intervention strategies;
    g. Assisting with enrichment activities including, but not limited to, community engagements, field trips, exhibits, and fairs;

    The nature and length of student practice activities will be determined by the University program. University program staff will provide a description of program and programmatic expectations to

all Supervising Practitioners.

3. "Supervising Practitioner" as used herein means employees of AGENCY who hold valid credentials issued by the State of Illinois authorizing them to serve in the schools in which the Student Practitioner is placed. Supervising Practitioners shall have completed a minimum of three (3) years satisfactory or effective work experience in the field in which they are supervising.

Program Terms

1. University and AGENCY will agree on schedules for Student Practitioners performing services with AGENCY.

2. Neither University nor AGENCY is obligated to provide transportation to any Student Practitioner to or from AGENCY.

3. Representatives of University and AGENCY will participate in a meeting or telephone conference at least one time each semester to evaluate, among other things, program objectives, changes or enhancements thereto, and the performance of Student Practitioners.

4. AGENCY will not impair its existing contracts for service with any work performed by Student Practitioners.

University Obligations

1. The University will be responsible for developing and carrying out procedures for Student Practitioner selection and admission to University programs.

2. The University will provide to AGENCY, supervising practitioner, or building administrator a handbook or other documentation of program requirements and expectations.

3. The University will be responsible for verifying that each Student Practitioner has appropriate health insurance coverage. In addition, the University will inform Student Practitioners that they may be required to provide AGENCY with: evidence of physical fitness to perform assigned duties and proof of freedom from communicable disease pursuant to Section 24-5 of the Illinois School Code and other applicable requirements and will be required to comply with the required fingerprint based criminal history background check under Section 10-21.9 of the Illinois School Code and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database.

4. The University will designate an individual to serve as the primary liaison to AGENCY for purposes of this Agreement.

AGENCY Obligations

1. AGENCY shall retain ultimate control and authority over all on-site aspects of educational services relating to its students, including training of Student Practitioners. AGENCY will provide orientation to Student Practitioners with regard to hours of participation, place of duties, conditions

of its premises, standards of conduct, confidentiality, and facility safety procedures and operations. AGENCY will provide Student Practitioners with at least the same safety instruction it provides to its regular employees working under similar conditions. AGENCY will alert each Student Practitioner and the University of any non-obvious dangers associated with facilities, activities and the surrounding locales of which it is aware and as to which Student Practitioners may be assigned.

2. AGENCY shall provide an appropriate student practice experience by assigning a qualified supervising practitioner who is appropriately certified in the field of practice and who will provide opportunities for Student Practitioners to satisfy program requirements.

3. AGENCY shall grant Student Practitioners access to AGENCY student records, under the supervision of AGENCY Supervising Practitioner, for the sole purpose of Student Practitioners' education and training, in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 CFR Part 99. This includes student Individual Educational Plans (IEPs).

4. AGENCY shall provide adequate supervision and shall hire a certified/qualified substitute supervisor teacher in the event that the employee serving as the Supervising Practitioner is absent during a session of student practice, for Student Practitioners who do not hold a substitute certificate, unless there are extenuating circumstances.

5. AGENCY may hire Student Practitioner as a substitute teacher for AGENCY Supervising Practitioner during a session of student practice only if the Student Practitioner holds a valid Substitute K-12 Certificate.

6. AGENCY agrees that AGENCY Supervising Practitioners will submit to the University evaluations of each Student Practitioner's progress, in a format and at such times as directed by the University.

7. AGENCY acknowledges that Student Practitioners' educational records are protected by FERPA. Accordingly, AGENCY must obtain express written permission from any Student Practitioner before University may release any data pertaining to such student. The University will provide guidance to AGENCY, as needed, with respect to complying with the release of Student Practitioners' educational records in accordance with FERPA.

8. Each Student Practitioner shall perform and comply with all written policies, regulations and directives of AGENCY. AGENCY shall provide all applicable written policies, regulations and directives to Student Practitioner and to University. AGENCY may relieve a Student Practitioner from further participation in the Program if, in its sole discretion, it believes that such Student Practitioner has violated AGENCY's policies, regulations and/or directives.

Refusal or Dismissal of Student Practitioner

1. AGENCY may, for good cause and in compliance with state and federal regulations, refuse to accept the placement of a Student Practitioner. During a placement, either party may, at their sole discretion, immediately dismiss any Student Practitioner whose performance or conduct is not in

accordance with AGENCY or University policies, procedures, rules, codes of conduct, violates the applicable laws of the State of Arizona or the state where the placement is conducted, or is otherwise detrimental to the health & welfare of the AGENCY's students or faculty. If such action is required, the party initiating the dismissal will notify the other within one (1) business day of the dismissal, to follow with written notification (email acceptable) within ten (10) business days of the dismissal. The written notification shall identify the specific violation(s) of policy, procedure, rule, code of conduct, or law that resulted in the dismissal. University will be responsible for any disciplinary action of the Student Practitioner.

2. The refusal or dismissal of a Student Practitioner in accordance with the provisions of this Agreement shall not affect continuation of this Agreement or the continued training of other Student Practitioners by AGENCY pursuant to this Agreement.

General Provisions

1. The University shall inform each participating Student Practitioner of federal and state laws governing the confidentiality of AGENCY client or student information, including FERPA. Any breach of confidentiality by a participating Student Practitioner shall be grounds for immediate termination.

2. Nothing in this Agreement shall be construed as establishing a partnership, joint venture, or similar relationship between the University and AGENCY. Nothing in this Agreement shall be construed to authorize either Party to act as agent for the other, and neither Party shall be liable for the wrongful acts or negligence of the other while acting in the course or scope of their employment while performing the duties undertaken pursuant to this Agreement. Nothing expressed herein shall create any rights or duties in favor of any potential third Party beneficiary or other person, agency or organization.

3. The University maintains insurance coverage through the State of Arizona's Risk Management Division self-insurance program to cover liabilities arising from the acts and omissions of the University's employees, students, and agents participating under this Agreement. The AGENCY shall maintain adequate insurance (which may include a bona fide self-insurance program) to cover any liability arising from the acts and omissions of the AGENCY's employees and agents. University students are not deemed to be employees of AGENCY by virtue of this Agreement.

4. The Parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act, as amended.

5. This Agreement is subject to the provisions of A.R.S. § 38-511 regarding Conflict of Interest.

6. The parties may agree to make use of arbitration to address disputes arising under this Agreement pursuant to rules adopted under A.R.S. 12-133.

7. The performance of both Parties may be dependent upon the appropriation of funds by each Party's governing, legislative authority. Should the Legislature in the case of the University or the

cooperative in the case of AGENCY fail to appropriate the necessary funds or if either Party's applicable appropriation is reduced during the fiscal year, the Party that is subject to the reduced or eliminated funding may reduce the scope of this Agreement if appropriate or cancel this Agreement without further duty or obligation. Each Party agrees to notify the other Party as soon as reasonably possible after the unavailability of said funds comes to its attention.

8. Notices:

To University:	To AGENCY:
Director, Office of Research Contracts University of Arizona 845 North Park Avenue, Room 538 Tucson AZ 85721 contracting@email.arizona.edu	School Assn for Special Education in DuPage (SASED) 2900 Ogden Ave Lisle, IL 60532 hr@sased.org

9. If any provision of this Agreement is held invalid or unenforceable, the remaining provisions will continue valid and enforceable to the full extent permitted by law.

10. No waiver of any provision of this Agreement shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

11. The Parties agree to remain silent on law and venue.

12. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement. The Parties agree that any xerographically or electronically reproduced copy of this agreement will have the same legal force and effect as any copy bearing original signatures of the Parties.

13. This document constitutes the entire agreement between the parties and any prior or contemporaneous representations, either oral or written are hereby superseded. This Agreement may not be modified, amended, altered or extended except through a written amendment signed by each party.

IN WITNESS HEREOF, the parties hereto have executed this Agreement by properly authorized persons.

ARIZONA BOARD OF REGENTS,
UNIVERSITY OF ARIZONA

Ronald G Sanchez

Printed Name: Ronald G Sanchez
Title: Contracts Manager

06/05/2025

Date

AGENCY SASED

Kim Dryier

Printed Name: Kim Dryier
Title: Executive Director

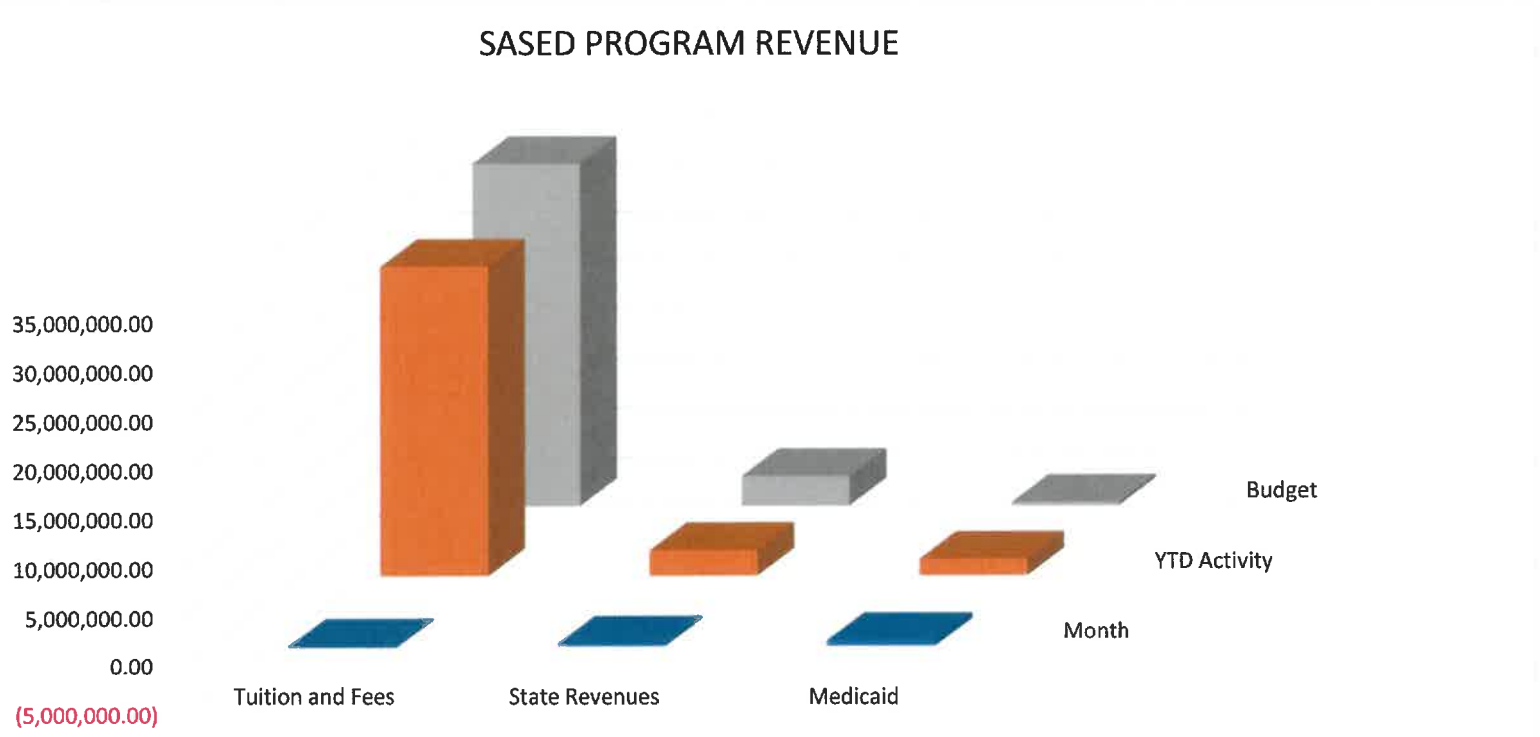
6-2-25

Date

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-May-25

SASED PROGRAMS

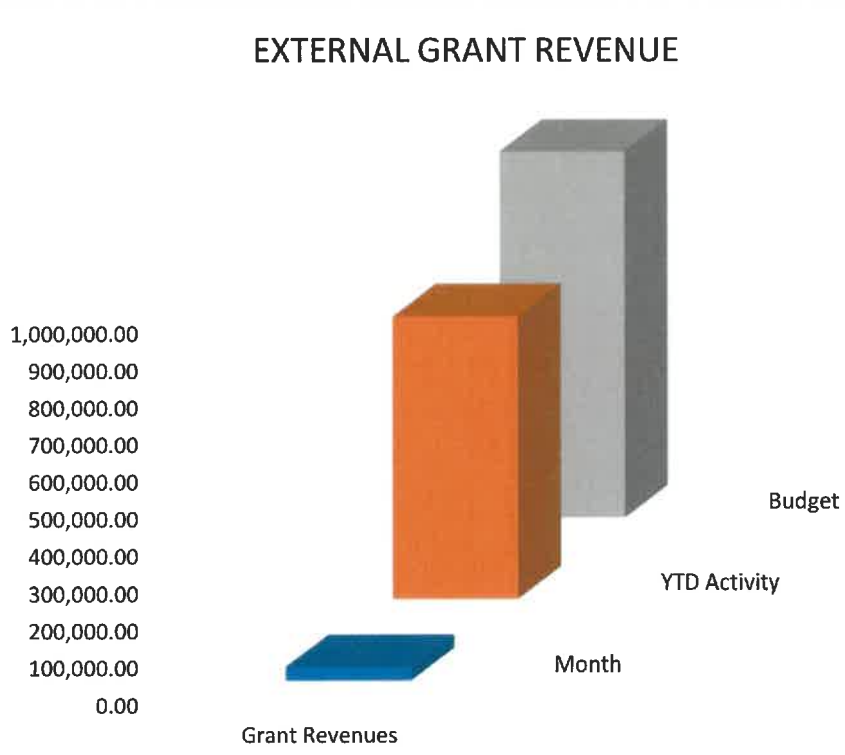
Program	May-25 Monthly Activity	2024-25 FYTD Activity	2024-25 Original Budget	% YTD
Tuition and Fees	(133,156.39)	31,535,933.75	34,884,985.00	90.4%
State Revenues	254,510.00	2,619,512.59	3,014,420.00	86.9%
Medicaid	551,178.13	1,688,908.38	330,000.00	511.8%
Total	672,531.74	35,844,354.72	38,229,405.00	93.8%



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-May-25

EXTERNAL GRANT PROGRAMS

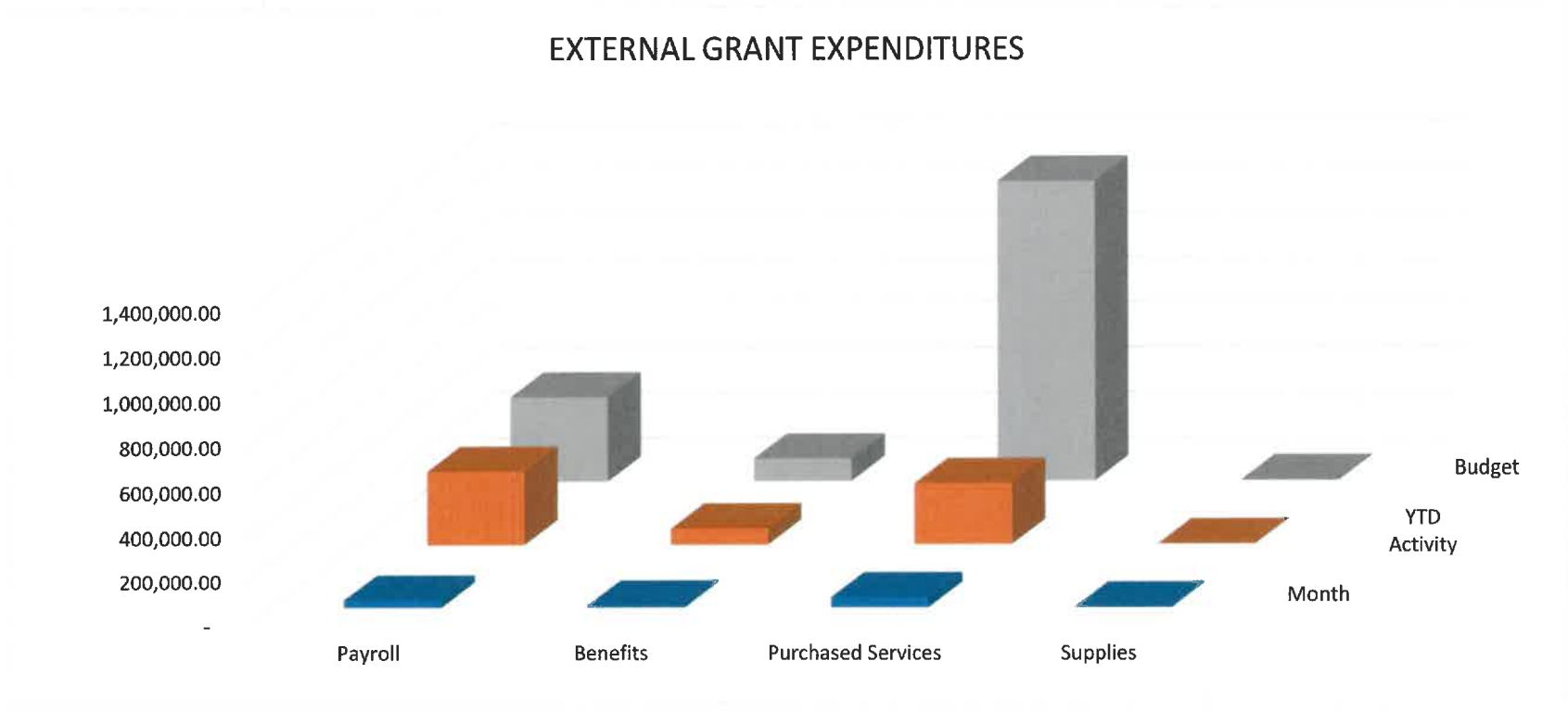
Program	May-25 Monthly Activity	2024-25 FYTD Activity	2024-25 Original Budget	% YTD
Grant Revenues	36,518.42	763,749.62	988,623.00	77.3%



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
31-May-25

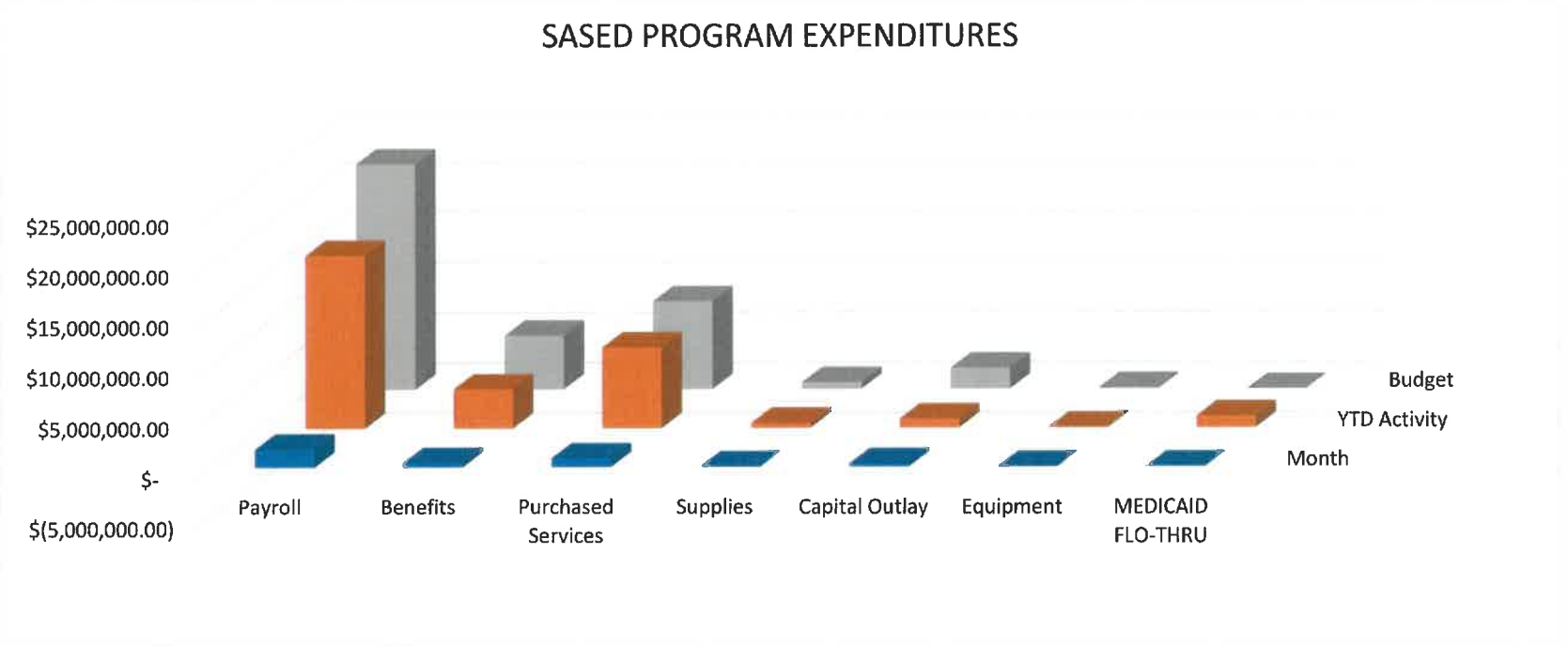
EXTERNAL GRANT PROGRAMS

Program	May-25 Monthly Activity	2024-25 FYTD Activity	2024-25 Original Budget	% YTD
Payroll	32,094.00	327,588.00	376,106.00	87.1%
Benefits	7,228.00	71,677.00	102,055.00	70.2%
Purchased Services	43,340.00	271,526.00	1,333,314.00	20.4%
Supplies	140.00	1,428.00	3,984.00	35.8%
Total	82,802.00	672,219.00	1,815,459.00	37.0%



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
31-May-25
SASED PROGRAMS

	Program	May-25 Monthly Activity	2024-25 FYTD Activity	2024-25 Original Budget	% YTD
(1)	Payroll	$ 1,797,961.00	$ 17,205,587.00	$ 22,495,851.00	76.5%
(2)	Benefits	$ 455,070.00	$ 3,899,953.00	$ 5,371,167.00	72.6%
(3)	Purchased Services	$ 867,023.00	$ 8,032,712.00	$ 8,739,782.00	91.9%
(4)	Supplies	$ 29,276.00	$ 506,428.00	$ 698,340.00	72.5%
(5)	Capital Outlay	$ 296,853.00	$ 902,392.00	$ 2,096,425.00	43.0%
(7)	Equipment	$ (6,727.00)	$ 64,364.00	$ 128,339.00	50.2%
(6)	MEDICAID FLO-THRU	$ -	$ 1,152,187.00	$ -	
		$ 3,439,456.00	$ 31,763,623.00	$ 39,529,904.00	80.4%



School Association for Special Education in DuPage County
Treasurer's Report
April 30, 2025

	A EDUCATION FUND	B SELF FUNDED MEDICAL INSUR	C SELF FUNDED DENTAL INSUR	D FSA	A + B + C + D TOTAL EDUCATION FUND
CASH ACTIVITY REPORT					
Beginning Balance					
Investments	15,615,705.53	(1,487,390.93)	378,079.24	(22,097.73)	14,484,296.11
April activity					
Interest Earned	14,573.22				14,573.22
Gains/(Losses) on Sales of Securities					-
Record Health Fund Transfers	(8,344.76)	7,962.59	422.11	(39.94)	(0.00)
Cash Receipts	2,087,554.72	869.89	771.72	(8,505.09)	2,080,691.24
Cash Disbursements - General	(1,693,227.90)				(1,693,227.90)
- Payroll	(1,830,059.22)				(1,830,059.22)
Subtotal	(1,429,503.94)	8,832.48	1,193.83	(8,545.03)	(1,428,022.66)
Ending Balance	**14,186,201.59**	**(1,478,558.45)**	**379,273.07**	**(30,642.76)**	**13,056,273.45**
Investment - Demand Deposit - Fifth Third Bank	9,656,592.34	(1,479,428.34)	378,501.35	(22,137.67)	8,533,527.68
IL School District Liquid Asset Fund	23,308.25				23,308.25
Fifth Third Securities	4,499,437.52				4,499,437.52
	14,179,338.11	**(1,479,428.34)**	**378,501.35**	**(22,137.67)**	**13,056,273.45**

Rachel Wisniewski

Rachel Wisniewski, Treasurer

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
May 31, 2025

	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
EDUCATION FUND					
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	**23,308.25**	0.482%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook		0.482%	Money Market	ISDLAF	Money Market Mutual Fund
	23,308.25				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	**9,656,592.34**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	**(1,142,747.75)**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	**19,683.09**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	8,533,527.68				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	**3,024,437.52**	Varies	Money Market	Fifth Third Securities, Custodian	Money Market Mutual Fund
Certificates of Deposit - short-term		Varies	Various, < 1 yr	Fifth Third Securities, Custodian	FDIC Insured
Certificates of Deposit - long-term	**1,225,000.00**	Varies	Various, > 1 yr	Fifth Third Securities, Custodian	FDIC Insured
U S Treasuries - short-term		Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Treasuries - long term		Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Agencies - Short term		Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
U S Agencies - long term	**250,000.00**	Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
Corporate Bonds	-				
Municipal Bonds	-				
Other assets, including prepaid interest	-				
	4,499,437.52				
	13,056,273.45	**TOTAL**			

GROSS PAYROLL

May 2025 $ 1,830,059.25

TOTAL SALARY	:	1,830,059.25
TOTAL DEDUCTIONS	:	622,896.15
TOTAL EMPLOYEES	:	330

********** End of report **********

**********PAYROLL TOTALS**********

	FEDERAL	STATE	MEDICARE
TOTAL GROSS PAY :	920,279.49	920,279.49	920,279.49
TOTAL TSA'S - BEFORE TAX :	25,452.96	25,452.96	0.00
TOTAL TAX SHELTERED RETIREMENT:	63,782.93	63,782.93	0.00
TOTAL OTHER BEF TAX DEDUCTIONS:	46,884.66	46,884.66	46,884.66
TOTAL TAXABLE BENEFITS :	23.00	23.00	23.00
TOTAL TAXABLE GROSS :	784,181.94	784,181.94	873,417.83

*******EMPLOYEE COUNTS*******

TOTAL EMPLOYEES :	325
TOTAL FEMALE EMPLOYEES:	283
TOTAL MALE EMPLOYEES :	42
TOTAL FACULTY MEMBERS :	142

**********DEDUCTION/BENEFIT LEGEND**********

Deduction	Benefit
Pretax: D = Federal	Taxable: D = Federal
S = State	S = State
F = FICA/Medicare	F = FICA/Medicare
I = IMRF	T = TRS
	I = IMRF

* = Reimbursed

********** End of report **********

SASED, 2900 OGDEN AVENUE, LISLE, IL 60532-1676

Check Verification Register for Payroll Run: REG /REGULAR PAYROLL

CHECK DATE 05/30/2025 - Detail Report

**********PAYROLL TOTALS**********

		FEDERAL	STATE	MEDICARE
TOTAL GROSS PAY	:	909,779.76	909,779.76	909,779.76
TOTAL TSA'S - BEFORE TAX	:	25,468.38	25,468.38	0.00
TOTAL TAX SHELTERED RETIREMENT	:	62,200.19	62,200.19	0.00
TOTAL OTHER BEF TAX DEDUCTIONS	:	48,749.94	48,749.94	48,749.94
TOTAL TAXABLE BENEFITS	:	23.00	23.00	23.00
TOTAL TAXABLE GROSS	:	773,384.25	773,384.25	861,052.82

*******EMPLOYEE COUNTS*******

TOTAL EMPLOYEES	:	326
TOTAL FEMALE EMPLOYEES	:	282
TOTAL MALE EMPLOYEES	:	44
TOTAL FACULTY MEMBERS	:	141

**********DEDUCTION/BENEFIT LEGEND**********

Deduction	Benefit
Pretax: D = Federal	Taxable: D = Federal
S = State	S = State
F = FICA/Medicare	F = FICA/Medicare
I = IMRF	T = TRS
	I = IMRF

* = Reimbursed

********** End of report **********

PAYROLL LIABILITIES

May 2025 $ 634,621.56

5/15/2025 Payroll Accounts Payable Check Register

Check #	Vendor Name	Check Date	Check Amount	
242500869	SASED EDUCATION ASSOCIATION	5/15/2025	$4,044.35	
242500870	SASED SUPPORT STAFF ASSOCIATION	5/15/2025	$721.38	
		2 ACH Check(s) For a Total of		$4,765.73
105349	STATE DISBURSEMENT UNIT	5/15/2025	$750.00	
105350	STATE DISBURSEMENT UNIT	5/15/2025	$172.26	
		2 Computer Check(s) For a Total of		$922.26
202400334	ILLINOIS DEPT OF REVENUE	5/15/2025	$38,338.21	
202400337	TEACHERS RETIREMENT (2.2%)	5/15/2025	$3,135.12	
202400338	TEACHERS RETIREMENT SYSTEM	5/15/2025	$48,648.98	
202400339	THIS (TRS HEALTH) FUND	5/15/2025	$8,486.51	
202400340	MB FINANCIAL (FEDERAL)	5/15/2025	$74,172.02	
202400341	MB FINANCIAL BANK (FICA-E)	5/15/2025	$34,639.70	
202400342	MB FINANCIAL BANK (FICA-W)	5/15/2025	$34,639.70	
202400343	THE OMNI GROUP	5/15/2025	$2,940.00	
202400344	TRUSTAGE	5/15/2025	$28,873.04	
202400345	TEACHERS RETIREMENT SYSTEM SSP	5/15/2025	$2,879.22	
		10 Wire Transfer Check(s) For a Total of		$276,752.50
		2 ACH Checks For a Total of		$4,765.73
		2 Computer Checks For a Total of		$922.26
		Total for 14 Manual, Wire Tran, ACH & Computer Checks		$282,440.49
			Net Amount	$282,440.49
10	EDUCATION FUND			$282,440.49

5/30/2025 Payroll Accounts Payable Check Register

Check #	Vendor Name	Check Date	Check Amount	
242500871	SASED EDUCATION ASSOCIATION	5/30/2025	$4,044.35	
242500872	SASED SUPPORT STAFF ASSOCIATION	5/30/2025	$761.32	
242500873	SCHROEDER, LYNN A	5/30/2025	$400.00	
		3 ACH Check(s) For a Total of		$5,205.67
105356	STATE DISBURSEMENT UNIT	5/30/2025	$750.00	
105357	STATE DISBURSEMENT UNIT	5/30/2025	$172.26	
		2 Computer Check(s) For a Total of		$922.26
202400335	IMRF (EMPLOYEES CONT)	5/15/2025	$18,879.92	
202400336	IMRF (EMPLOYERS CONT)	5/15/2025	$16,158.57	
202400346	ILLINOIS DEPT OF REVENUE	5/30/2025	$37,815.96	
202400347	IMRF (EMPLOYEES CONT)	5/30/2025	$19,213.00	
202400348	IMRF (EMPLOYERS CONT)	5/30/2025	$16,478.14	
202400349	TEACHERS RETIREMENT (2.2%)	5/30/2025	$3,022.93	
202400350	TEACHERS RETIREMENT SYSTEM	5/30/2025	$46,907.32	
202400351	THIS (TRS HEALTH) FUND	5/30/2025	$8,182.70	
202400352	MB FINANCIAL (FEDERAL)	5/30/2025	$70,070.10	
202400353	MB FINANCIAL BANK (FICA-E)	5/30/2025	$34,899.23	
202400354	MB FINANCIAL BANK (FICA-W)	5/30/2025	$34,899.23	
202400355	THE OMNI GROUP	5/30/2025	$2,940.00	
202400356	TRUSTAGE	5/30/2025	$28,895.57	
202400357	TEACHERS RETIREMENT SYSTEM SSP	5/30/2025	$2,879.22	
202400358	ILL DEPT EMPLOYMENT SEC	5/30/2025	$4,411.25	
202400359	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	5/30/2025	$400.00	
		16 Wire Transfer Check(s) For a Total of		$346,053.14
		3 ACH Checks For a Total of		$5,205.67
		2 Computer Checks For a Total of		$922.26
		Total for 21 Manual, Wire Tran, ACH & Computer Checks		$352,181.07
			Net Amount	$352,181.07
10	EDUCATION FUND			$352,181.07

BILLS PAYABLE LIST – SASED PROGRAMS

June 2025 $ 1,254,697.02

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
06/12/2025	105361	WINFIELD SCHOOL DIST	Reimbursement for Meals/Sased Students March 2025	1,662.51	06/12/2025
06/12/2025	105362	WESTMONT CUSD #201	Reimbursement for Meals/Sased Students March 2025	954.00	06/12/2025
06/12/2025	105363	ADAPTIVE TECH SOLUTI	AT Purchase Order- A. Reyes-Willowbrook High School	84.77	06/12/2025
06/12/2025	105364	ADVOCATE OCCUPATIONA	Bus Driver Physical for Carly Reddy and Hepatitis B Vaccine (3rd shot) Invoice 19387515	255.00	06/12/2025
06/12/2025	105365	AHS STAFFING	OT/PT Services for 4/28/25 through 5/2/25	2,952.00	06/12/2025
06/12/2025	105365	AHS STAFFING	OT/PT Services for 4/28/25 through 5/2/25	3,150.00	06/12/2025
06/12/2025	105365	AHS STAFFING	OT/PT Services for 4/21/25 through 4/25/25	3,075.00	06/12/2025
06/12/2025	105365	AHS STAFFING	OT/PT Services for 4/21/25 through 4/25/25	3,150.00	06/12/2025
06/12/2025	105365	AHS STAFFING	OT/PT Services for 5/5/25 through 5/8/25	2,730.00	06/12/2025
06/12/2025	105365	AHS STAFFING	OT/PT Services for 5/5/25 through 5/8/25	3,075.00	06/12/2025
06/12/2025	105365	AHS STAFFING	OT/PT Services from 5/19/25 through 5/23/25	2,972.50	06/12/2025
06/12/2025	105365	AHS STAFFING	OT/PT Services for 5/12/25 through 5/14/25	1,890.00	06/12/2025
06/12/2025	105365	AHS STAFFING	OT/PT Services for 5/13/25 through 5/16/25	2,460.00	06/12/2025
06/12/2025	105365	AHS STAFFING	OT/PT Services for 5/19/25 through 5/23/25	3,150.00	06/12/2025
06/12/2025	105366	ALL AMERICAN FLAG CO	All American Flag Co.	1,175.66	06/12/2025
06/12/2025	105367	ALPHA PLUMBING &HVAC	SE Alt water heater, sink faucet	3,313.46	06/12/2025
06/12/2025	105367	ALPHA PLUMBING &HVAC	SE Alt Repair Drain line in wall	1,590.00	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Behavior Tech Services for 4/21/25 through 4/25/25	5,653.35	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Nursing Services for 4/28/25 through 5/2/25	5,326.65	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Nursing Services for 4/28/25 through 5/2/25	4,998.24	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Sign Language interpreter and School Aide Services for 4/28/25 through 5/2/25	7,149.00	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	School Aide and Behavior Tech services for 5/5/25 through 5/9/25	36,415.10	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Behavior Tech Services for 4/28/25 through 5/2/25	10,400.25	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Behavior Tech and School Aide Services for 4/28/25 through 5/2/25	22,316.15	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Behavior Tech and School Aide Services for 4/28/25 through 5/2/25	34,710.65	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	School Aide and Behavior Tech Services for 5/5/25 through	20,515.55	06/12/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			5/9/25		
06/12/2025	105370	AMERGIS HEALTHCARE S	School Aide and Behavior Tech Services for 5/5/25 through 5/9/25	10,336.30	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Sign Language Interpreter and School Aide Services for 5/5/25 through 5/9/25	8,129.25	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Nursing Services for 5/5/25 through 5/9/25	4,914.00	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Behavior Tech services for 5/5/25 through 5/9/25	5,223.75	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Nursing Services for 5/12/25 through 5/16/25	5,460.00	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	School Aide and Behavior Tech services for 5/19/25 through 5/23/25	35,708.30	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	School Aide and Behavior Tech services for 5/19/25 through 5/23/25	23,514.20	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Nursing Services for 5/19/23 through 5/23/25	5,518.50	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Behavior Tech Services for 5/19/23 through 5/23/25	9,017.25	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Behavior Tech Services for 5/19/23 through 5/23/25	4,050.00	06/12/2025
06/12/2025	105370	AMERGIS HEALTHCARE S	Sign Language Interpreter Services for 5/19/23 through 5/23/25	4,369.50	06/12/2025
06/12/2025	105371	AMERICAN HERITAGE LI	Allstate Critical Illness and Accident Coverage Bill - June 2025	2,681.34	06/12/2025
06/12/2025	105372	APPLE INC.	Supplies for Classroom Team Projects and Training	9,870.00	06/12/2025
06/12/2025	105373	ARCON ASSOCIATES	INVOICE #29820 PROFESSIONAL SVS	15,000.00	06/12/2025
06/12/2025	105374	BALL, DONNA	SSA Union License Reimbursement	51.13	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional services for 4/21/25 through 4/25/25	11,962.84	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 4/21/25 through 4/25/25	14,371.16	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional and Counselor Services for 4/21/25 through 4/25/25	9,375.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional and Nursing Services for 4/21/25 through 4/25/25	6,590.80	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 3/24/25 through 3/28/25	1,537.50	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 4/21/25 through 4/25/25	2,747.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Sign Language Interpreter services for 5/5/25 through 5/9/25	2,680.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Sign Language Interpreter services for 4/28/25 through	2,240.00	06/12/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			5/2/25		
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 5/5/25 through 5/9/25	12,485.48	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 4/28/25 through 5/2/25	16,933.92	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional and Nursing Services for 5/5/25 through 5/9/25	6,367.76	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional and Nursing Services for 4/28/25 through 5/2/25	5,803.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 5/5/25 through 5/9/25	14,306.16	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 4/28/25 through 5/2/25	14,405.50	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional, Special Education Teacher and Counselor Services for 4/28/25 through 5/2/25	14,875.16	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional and Counselor Services for 4/28/25 through 5/2/25	10,067.16	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional and Counselor Services for 5/5/25 through 5/9/25	10,624.68	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 3/19/25 through 3/21/25	922.50	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Special Education Teacher, Counselor and Paraprofessional Services for 5/5/25 through 5/9/25	12,788.25	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for4/21/25 and 4/25/25	574.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 3/3/25 and 3/7/25	543.25	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 3/5/25 through 3/7/25	861.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 2/26/25 through 2/28/25	861.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Speech Language Interpreter for 4/14/25 through 4/17/25	2,040.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional and Special Education Teacher Services for 4/14/25 through 4/17/25	8,247.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional and Nursing Services for 4/14/25 through 4/17/25	6,383.79	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 4/14/25 through 4/17/25	12,182.98	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 3/10/25 through 3/14/25	1,435.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Nursing Services for 5/12/26 through 5/16/25	5,597.28	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional services for 5/19/25 through 5/23/25	15,164.58	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional services for	14,077.29	06/12/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			5/19/25 through 5/23/25		
06/12/2025	105381	BLAZERWORKS, LLC	Counselor and Paraprofessional services for 5/19/25 through 5/23/25	8,013.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Nurse and Paraprofessional services for 5/19/25 through 5/23/25	6,349.04	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Special Education Teacher, Counselor and Paraprofessional services for 5/19/25 through 5/23/25	12,437.50	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Sign Language Interpreter services for 5/19/25 through 5/23/25	2,800.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional services for 5/5/25 through 5/8/25	1,148.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional services for 5/5/25 through 5/6/25	574.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional services for 5/12/25 through 5/16/25	2,285.75	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 4/16/25	287.82	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 4/14/25 through 4/17/25	12,207.50	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 11/4/24 through 11/8/24	1,219.75	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 10/28/24 through 11/1/24	1,384.57	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 5/12/25 through 5/16/25	13,663.00	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional Services for 5/12/25 through 5/16/25	12,836.34	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional and Special Education Teacher Services for 5/12/25 through 5/16/25	11,655.50	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Paraprofessional and Counselor Services for 5/12/25 through 5/16/25	10,710.84	06/12/2025
06/12/2025	105381	BLAZERWORKS, LLC	Sign Language Interpreter for 5/12/25 and 5/13/25	1,120.00	06/12/2025
06/12/2025	105382	BUSINESSOLVER.COM, I	Invoice for Businessolver May Service Fees - Invoice 130729	165.75	06/12/2025
06/12/2025	105383	CDW GOVERNMENT	HR ID Printer and Google Chromecast for Southeast	1,740.64	06/12/2025
06/12/2025	105383	CDW GOVERNMENT	Supplies for Classroom Team Projects and Training	3,649.28	06/12/2025
06/12/2025	105383	CDW GOVERNMENT	Kensington Locking Door for Universal AC Charge Station	1,740.00	06/12/2025
06/12/2025	105383	CDW GOVERNMENT	Supplies for Classroom Team Projects and Training	179.00	06/12/2025
06/12/2025	105383	CDW GOVERNMENT	CDWG Laptop Device Replacement Order Quote #PKKL823	6,400.00	06/12/2025
06/12/2025	105384	CLASSIC LANDSCAPE, L	Monthly Maintenance May 2025	1,185.00	06/12/2025
06/12/2025	105385	CLIC	DEDUCTIBLE ON CLAIM FOR CLIC FOR 23-24 SCHOOL YEAR D	3,276.50	06/12/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			MAYBERRY CLAIM #AB-0091		
06/12/2025	105386	CORPAY MASTERCARD	Gas Cards/Services 05/16/2025-05/31/2025	357.27	06/12/2025
06/12/2025	105387	CRISIS PREVENTION IN	Coaches Materials for Training - Classroom Culture Participant Workbooks, Verbal Intervention 3rd Edition - Participant Workbook and CPI NCI 3rd Edition Workbooks	6,624.87	06/12/2025
06/12/2025	105387	CRISIS PREVENTION IN	Coaches Materials for Training - CPI NCI 3rd Edition Workbooks - Order 113 Nonviolent Crisis Intervention(R) 3rd Edition Participant Workbooks for the 2024-2025 School Year.	3,648.77	06/12/2025
06/12/2025	105388	DUPAGE COUNTY PUBLIC	Water usage 01/29-03/28/2025 account # 107211-13515817	166.83	06/12/2025
06/12/2025	105389	EDU HEALTHCARE, LLC	Paraprofessional Services for 4/21/25 through 4/25/25	1,575.00	06/12/2025
06/12/2025	105389	EDU HEALTHCARE, LLC	Paraprofessional Services for 4/28/25 through 5/2/25	1,260.00	06/12/2025
06/12/2025	105389	EDU HEALTHCARE, LLC	Paraprofessional Services for 5/12/25 through 5/16/25	1,575.00	06/12/2025
06/12/2025	105389	EDU HEALTHCARE, LLC	Paraprofessional services for 5/19/25 through 5/23/25	1,575.00	06/12/2025
06/12/2025	105390	EDUCATIONAL BENEFIT	June 2025 Final Invoice for EBC - Medical Premium and Basic Life Premium	368,499.77	06/12/2025
06/12/2025	105391	FIRST STUDENT, INC.	RL Day Transport Holmes	603.00	06/12/2025
06/12/2025	105391	FIRST STUDENT, INC.	RL Day	603.00	06/12/2025
06/12/2025	105391	FIRST STUDENT, INC.	RL Day Wheelchairs accessible	427.00	06/12/2025
06/12/2025	105392	FUN AND FUNCTION	Supplies for Classroom Team Projects and Training	1,038.99	06/12/2025
06/12/2025	105393	HOME DEPOT CREDIT SE	Home Depot Credit Card Accnt # 6035322149985602	4,158.16	06/12/2025
06/12/2025	105394	ILLINOIS STATE POLIC	Fingerprinting April, 2025 - Invoice Number 20250407078	324.00	06/12/2025
06/12/2025	105395	J. J. KELLER & ASSOC	1- year subscription renewal for FMLA Manager	1,195.00	06/12/2025
06/12/2025	105396	LAZZAR, DIANE	Milage Reimbursement fo rMarch 2025	251.88	06/12/2025
06/12/2025	105396	LAZZAR, DIANE	Mileage Reimbursement for May 01-23, 2025	193.72	06/12/2025
06/12/2025	105397	LEARNINGSTREAM	Purchase of License to Add Claire Smith as an Admin to Learning Stream	543.62	06/12/2025
06/12/2025	105398	LOAD SIDE ELECTRIC C	Load Side Electric	725.11	06/12/2025
06/12/2025	105399	WILLIAM MACGILL & CO	Underpads	810.00	06/12/2025
06/12/2025	105400	MARCHESE, JAMESON	SSA Union License Reimbursement	51.13	06/12/2025
06/12/2025	105401	MAXIM HEALTHCARE SER	Nursing Services for 4/28/25 through 5/2/25	1,409.82	06/12/2025
06/12/2025	105401	MAXIM HEALTHCARE SER	Nursing Services for 4/28/25 through 5/2/25	19,684.64	06/12/2025
06/12/2025	105401	MAXIM HEALTHCARE SER	Nursing Services for 5/5/25 &	733.88	06/12/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			5/7/25		
06/12/2025	105401	MAXIM HEALTHCARE SER	RN Services 02.26.25	366.94	06/12/2025
06/12/2025	105401	MAXIM HEALTHCARE SER	RN Services week of 03/26/25-JL	733.88	06/12/2025
06/12/2025	105401	MAXIM HEALTHCARE SER	Nursing Services for 5/12/25 through 5/16/25	20,627.65	06/12/2025
06/12/2025	105401	MAXIM HEALTHCARE SER	Nursing Services for 5/5/25 through 5/9/25	18,378.84	06/12/2025
06/12/2025	105401	MAXIM HEALTHCARE SER	Nursing Services for 5/15/25 and 5/16/25	1,171.12	06/12/2025
06/12/2025	105402	MCKINNEY, LAURA	Mileage Reimbursement for April and May 2025	21.60	06/12/2025
06/12/2025	105403	METLIFE	June Metlife Dental and Vision Invoice for 6/1/25-6/30/25. Due 6/1/2025	18,068.58	06/12/2025
06/12/2025	105404	MICROSONIC INC.	EG	133.00	06/12/2025
06/12/2025	105404	MICROSONIC INC.	EG	80.00	06/12/2025
06/12/2025	105404	MICROSONIC INC.	BA	106.00	06/12/2025
06/12/2025	105404	MICROSONIC INC.	GN	106.00	06/12/2025
06/12/2025	105404	MICROSONIC INC.	APRIL/MAY INVOICES	133.00	06/12/2025
06/12/2025	105405	NCS PEARSON	Psych Testing	1,200.00	06/12/2025
06/12/2025	105405	NCS PEARSON	Credit memo 1004.54 to be applied to invoice 166773	-1,004.54	06/12/2025
06/12/2025	105406	NEXTERA ENERGY SERVI	Energy Services SE Alt April 1-30, 2025	1,563.29	06/12/2025
06/12/2025	105407	NU MOTION	OT/PT Equipment 4-22-25	4,348.00	06/12/2025
06/12/2025	105408	ODP BUSINESS SOLUTIO	Deborah Wetherill, DHH North Elementary - Westcott Titanium adult scissors & Scotch Sure Start Shipping Tape dispensers	41.07	06/12/2025
06/12/2025	105408	ODP BUSINESS SOLUTIO	Supplies for Ann Kremer	63.10	06/12/2025
06/12/2025	105409	ORKIN EXTERMINATING	Pest control services SE Alt May 2025	113.00	06/12/2025
06/12/2025	105410	PLAY WITH A PURPOSE	Special Project: Classroom Configuration	2,232.12	06/12/2025
06/12/2025	105411	PROJECT SEARCH PROMO	Graduation Supplies	141.00	06/12/2025
06/12/2025	105412	SIGN LANGUAGE INTERP	SLI INVOICE # 5025	3,571.00	06/12/2025
06/12/2025	105412	SIGN LANGUAGE INTERP	SLI INVOICE #'S 5065 & 5025	1,157.42	06/12/2025
06/12/2025	105413	SOUTHPAW ENTERPRISES	Supplies for Classroom Team Projects and Training	796.86	06/12/2025
06/12/2025	105414	SUPERIOR AIR-GROUND	Ambulance Service for Outdoor Ed 5/2/25	945.00	06/12/2025
06/12/2025	105415	TEAM SELECT HOME CAR	Nursing Services for 4/8/25 through 4/29/25	6,462.00	06/12/2025
06/12/2025	105416	UNIQUE PRODUCTS AND	Unique Products wand assembly	656.78	06/12/2025
			Totals for checks	1,185,296.35	

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	389,348.69	0.00	780,947.66	1,170,296.35
20	OPER, BUILD, & MAINT FUND	0.00	0.00	15,000.00	15,000.00
*** Fund Summary Totals ***		389,348.69	0.00	795,947.66	1,185,296.35

********** End of report **********

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
06/12/2025	242500888	KEENEYVILLE DISTRICT	Reimbursement for Meals/Sased Students March 2025	488.31	06/12/2025
06/12/2025	242500889	SALT CREEK SCHOOL DI	Reimbursement for Meals/Sased Students March 2025	1,656.36	06/12/2025
06/12/2025	242500890	DOWNERS GROVE DISTRI	Reimbursement for Meals/Sased Students March 2025	466.59	06/12/2025
06/12/2025	242500891	MAERCKER DISTRICT #6	Reimbursement for Meals/Sased Students March 2025	3,514.62	06/12/2025
06/12/2025	242500892	CASS SCHOOL DISTRICT	Reimbursement for Meals/Sased Students February and March 2025	815.40	06/12/2025
06/12/2025	242500893	CENTER CASS DISTRICT	Reimbursement for Meals/Sased Students March 2025	569.50	06/12/2025
06/12/2025	242500894	2955, LLC	Lease Payment 2900 Ogden Ave. Lisle July 2025	50,378.33	06/12/2025
06/12/2025	242500895	AL WARREN OIL CO., I	Fuel Delivery 05/15/2025	374.94	06/12/2025
06/12/2025	242500895	AL WARREN OIL CO., I	Fuel Delivery 05/29/25	69.21	06/12/2025
06/12/2025	242500896	ALEXANDER, BRITTANY	Milage Reimbursement for April 23 and May14, 2025	14.28	06/12/2025
06/12/2025	242500897	BARAJAZ, DINA	Milage Reimbursement for April 2025	46.75	06/12/2025
06/12/2025	242500898	BERGFELD, BETH	Mileage Reimbursement for May 2025	64.12	06/12/2025
06/12/2025	242500899	BOHNERT, SHANNON	Mileage Reimbursement forMay 2025	37.50	06/12/2025
06/12/2025	242500900	BUNGERT, TINA	Mileage Reimbursement for May 2025	8.40	06/12/2025
06/12/2025	242500901	CELINSKA, DOROTA	Mileage REimbursement for March-May 9 2025	350.84	06/12/2025
06/12/2025	242500902	COHLA, STEPHANIE	Mileage Reimbursement for Feb, March and April 2025	159.39	06/12/2025
06/12/2025	242500903	CORSELLO, KRISTINE	Mileage Reimbursement for March, April and May 2025	345.80	06/12/2025
06/12/2025	242500904	DORCHACK, MARIA	Mileage Reimbursement for April 2025	237.16	06/12/2025
06/12/2025	242500905	DRYIER, KIMBERLY	EXEC DIRECTOR MONTHLY TRAVEL ALLOWANCE	400.00	06/12/2025
06/12/2025	242500906	ELIAS, JENNIFER	Mileage Reimbursement for April and May 2025	40.88	06/12/2025
06/12/2025	242500907	FARRELL, LYSA	Mileage Reimbursement for April - May 2025	218.19	06/12/2025
06/12/2025	242500908	GROHN, JULIE	ASST. DIRECTOR HR MONTHLY TRAVEL ALLOWANCE-June 2025	400.00	06/12/2025
06/12/2025	242500909	HANSEN, ABIGAIL	Mileage Reimubursement for Mar 7-May9, 2025	58.80	06/12/2025
06/12/2025	242500910	HEARTLAND ALLIANCE H	CCIS Interpreting Services: Invoice 27016	264.94	06/12/2025
06/12/2025	242500910	HEARTLAND ALLIANCE H	HEARTLAND INVOICE #27003 DATED 4/30/25	1,139.76	06/12/2025
06/12/2025	242500911	ILYAVI, CATHERINE	SSA Union License Reimbursement	51.13	06/12/2025
06/12/2025	242500912	KADEN, PATRICIA	Milage Reimbursement for April 2025	166.60	06/12/2025
06/12/2025	242500912	KADEN, PATRICIA	Mileage Reimbursement for May 2025	177.10	06/12/2025
06/12/2025	242500913	LITCHFIELD, BETHANY	Milage Reimbursement for	65.38	06/12/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			April 2025		
06/12/2025	242500913	LITCHFIELD, BETHANY	Mileage Reimbursement for May 2025	69.16	06/12/2025
06/12/2025	242500914	MARTINEZ, PAUL	Reimburse Classroom supplies	16.36	06/12/2025
06/12/2025	242500915	MCGANN, KATHLEEN	Mileage Reimbursement for April and May 2025	21.17	06/12/2025
06/12/2025	242500916	MOHAMMAD, KAYLA	Mileage Reimbursement for March 3-May 22, 2025	116.57	06/12/2025
06/12/2025	242500917	MOY, CYNTHIA	Mileage Reimbursement for April and May 2025	23.90	06/12/2025
06/12/2025	242500918	MOYNIHAN, LYNN	Mileage Reimbursement for May 2025	144.95	06/12/2025
06/12/2025	242500919	NATZKE, JENNIFER	Mileage Reimbursement for May 2025	67.20	06/12/2025
06/12/2025	242500920	PALKA, NICOLE	Mileage Reimbursement for March - May 2025	30.80	06/12/2025
06/12/2025	242500921	PETERSEN, JENNIFER	Mileage Reimbursement for April and May 2025	69.86	06/12/2025
06/12/2025	242500922	POPIWCHAK, DANIELLE	Mileage Reimbursement for May 2025	162.25	06/12/2025
06/12/2025	242500923	PRZANOWSKI, ASHLEY	Mileage Reimbursement for April 2025	25.90	06/12/2025
06/12/2025	242500924	REDDY, CARLY	Mileage Reimbursement for March 24 - May 28 2025	121.52	06/12/2025
06/12/2025	242500925	RELIANCE STANDARD LI	Reliance June Invoice pol # 130000	4,301.07	06/12/2025
06/12/2025	242500926	ROSS, KATHLEEN	Mileage Reimbursement for March and April 2025	108.36	06/12/2025
06/12/2025	242500927	SANZENBACHER, ERIN	Millege Reimbursement for March, April and May 2024	40.67	06/12/2025
06/12/2025	242500928	SCHOLLE SHEARER, MAR	Mileage Reimbursement for April and May 2025	81.10	06/12/2025
06/12/2025	242500929	SHANAHAN, KERRY	Mileage Reimbursement for May 2025	214.48	06/12/2025
06/12/2025	242500930	STRINGFELLOW, JILLIA	Mileage Reimbursement for May 2025	188.30	06/12/2025
06/12/2025	242500931	VANDERWOUDE, ELIZABE	ASST DIR. OF PROGRAMS MONTHLY TRAVEL ALLOWANCE June 2025	400.00	06/12/2025
06/12/2025	242500932	VANDERCAR, PATRICIA	Mileage Reimbursement May 2025	19.88	06/12/2025
06/12/2025	242500933	WALSH, ANNA	Milage Reimbursement for March and April 2025	121.38	06/12/2025
06/12/2025	242500933	WALSH, ANNA	Mileage Reimbursement for May 2025	75.51	06/12/2025
06/12/2025	242500934	WISNIEWSKI, RACHEL	ASST DIR OF BUSINESS MONTHLY TRAVEL ALLOWANCE	400.00	06/12/2025
			Totals for checks	69,400.67	

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	4,301.07	0.00	65,099.60	69,400.67
*** Fund Summary Totals ***		4,301.07	0.00	65,099.60	69,400.67

********** End of report **********

BILLS PAYABLE LIST – GRANTS

June 2025 $ 24,797.18

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
06/12/2025	105360	COMMUNITY SCHOOL DIS	Wheaton Transition Step outcome reimbursement for vocational purchases (per 05/06/2025 request)	1,063.03	06/12/2025
06/12/2025	105360	COMMUNITY SCHOOL DIS	Wheaton Warrenville South Step outcome reimbursement for vocational purchases (per 05/06/2025 request)	6,184.41	06/12/2025
06/12/2025	105360	COMMUNITY SCHOOL DIS	Wheaton North Step outcome reimbursement for vocational purchases (per 05/06/2025 request)	17,549.74	06/12/2025
			Totals for checks	24,797.18	

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	0.00	0.00	24,797.18	24,797.18
*** Fund Summary Totals ***		0.00	0.00	24,797.18	24,797.18

********** End of report **********

BILLS PAYABLE LIST – FLOW THROUGH

June 2025 $ 13,356.88

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
06/12/2025	105358	WEST CHICAGO SCHOOL	Administrative Outreach for the period of Oct-Dec 2024	261.93	06/12/2025
06/12/2025	105359	WESTMONT CUSD #201	Administrative Outreach for the period of Oct-Dec 2024	370.62	06/12/2025
			Totals for checks	632.55	

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
17	MEDICAID SUB FUND	0.00	0.00	632.55	632.55
*** Fund Summary Totals ***		0.00	0.00	632.55	632.55

********** End of report **********

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
06/12/2025	242500874	KEENEYVILLE DISTRICT	Administrative Outreach for the period of Oct-Dec 2024	1,434.71	06/12/2025
06/12/2025	242500875	BENJAMIN SCHOOL DIST	Administrative Outreach for the period of Oct-Dec 2024	179.49	06/12/2025
06/12/2025	242500876	DUPAGE COUNTY SCHOOL	Administrative Outreach for the period of Oct-Dec 2024	203.16	06/12/2025
06/12/2025	242500877	SALT CREEK SCHOOL DI	Administrative Outreach for the period of Oct-Dec 2024	785.38	06/12/2025
06/12/2025	242500878	MAERCKER DISTRICT #6	Administrative Outreach for the period of Oct-Dec 2024	2,139.67	06/12/2025
06/12/2025	242500879	CASS SCHOOL DISTRICT	Administrative Outreach for the period of Oct-Dec 2024	938.94	06/12/2025
06/12/2025	242500880	CENTER CASS DISTRICT	Administrative Outreach for the period of Oct-Dec 2024	824.95	06/12/2025
06/12/2025	242500881	WOODRIDGE DISTRICT #	Administrative Outreach for the period of Oct-Dec 2024	813.79	06/12/2025
06/12/2025	242500882	DUPAGE HS DISTRICT #	Administrative Outreach for the period of Oct-Dec 2024	146.30	06/12/2025
06/12/2025	242500883	COMMUNITY HS DISTRIC	Administrative Outreach for the period of Oct-Dec 2024	1,724.64	06/12/2025
06/12/2025	242500884	COMMUNITY HS DIST #9	Administrative Outreach for the period of Oct-Dec 2024	140.59	06/12/2025
06/12/2025	242500885	COMMUNITY CONSOLIDAT	Administrative Outreach for the period of Oct-Dec 2024	957.45	06/12/2025
06/12/2025	242500886	LISLE CUSD #202	Administrative Outreach for the period of Oct-Dec 2024	2,024.50	06/12/2025
06/12/2025	242500887	ELMHURST CUSD #205	Administrative Outreach for the period of Oct-Dec 2024	410.76	06/12/2025
			Totals for checks	12,724.33	

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
17	MEDICAID SUB FUND	0.00	0.00	12,724.33	12,724.33
*** Fund Summary Totals ***		0.00	0.00	12,724.33	12,724.33

********** End of report **********

INTERIM CHECKS

May 2025 $ 496,400.25

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
05/06/2025	105250	AMERICAN HERITAGE LI	Allstate Critical Illness and Accident Coverage Bill - May 2025	2,693.60	05/06/2025
05/06/2025	105251	AOTA PRODUCTS	OT/PT AOTA	96.63	05/06/2025
05/06/2025	105252	BUSINESSOLVER.COM, I	Invoice for Businessolver April Service Fees - Invoice 128115	166.50	05/06/2025
05/06/2025	105253	CDW GOVERNMENT	Portable Screens for DHH with CDWG Quote #PHRN541	47.86	05/06/2025
05/06/2025	105254	EDUCATIONAL BENEFIT	May 2025 Final Invoice for EBC - Medical Premium and Basic Life Premium	370,165.11	05/06/2025
05/06/2025	105255	F.E. MORAN INC	CONTRACTOR'S PAYMENT	36,346.50	05/06/2025
05/06/2025	105256	FIRST STUDENT, INC.	Wheelchair bus 05.10.24	443.00	05/06/2025
05/06/2025	105257	GOURMET GORILLA	Food Service Transition March 2025	2,775.60	05/06/2025
05/06/2025	105257	GOURMET GORILLA	Food Service SE Alt March 2025	9,274.40	05/06/2025
05/06/2025	105257	GOURMET GORILLA	Credit memo Food Service Bulk items March 2025	-1,687.82	05/06/2025
05/06/2025	105258	HINCKLEY SPRINGS	Water delivery/service SE Alt and Lisle South March 2025	468.34	05/06/2025
05/06/2025	105259	HOME DEPOT CREDIT SE	Home DePot Credit Card April 2025	5,216.80	05/06/2025
05/06/2025	105260	IASBO	Registration: FOP - Essentials of Facilities Management - (9/18/2024)	295.00	05/06/2025
05/06/2025	105261	INTERIM SCHOOL BUSIN	Contract Bus. Office M. Dyrek March 2025	7,800.00	05/06/2025
05/06/2025	105262	KONICA MINOLTA BUSIN	Konica Minolta Maintenance Agreement	1,258.00	05/06/2025
05/06/2025	105263	KONICA MINOLTA PREMI	Konica Contract 04/12/25-05/11/2025 Cust. 1055705311 Inv. 5033788300	2,320.06	05/06/2025
05/06/2025	105263	KONICA MINOLTA PREMI	Konica Minolta Contract 450-0068168-000 4/26/25-5/25/25 Invoice #5033991556	1,032.16	05/06/2025
05/06/2025	105264	METLIFE	May Metlife Dental and Vision Invoice for 5/1/25-5/31/25. Due 5/1/2025	17,894.52	05/06/2025
05/06/2025	105265	NEXTERA ENERGY SERVI	SE ALT Energy Services 03/01-03/31/2025	1,416.94	05/06/2025
05/06/2025	105266	OTICON INC	Oticon - EduMic - Audiology	639.99	05/06/2025
05/06/2025	105267	T-MOBILE	T-Mobile Hotspots Acct. 976288363 4/8/25	616.00	05/06/2025
05/06/2025	105267	T-MOBILE	Account # 976288363 Cell phones Apr 2025	616.00	05/06/2025
05/06/2025	105268	TRUSTAGE	Retirement Solutions Contract 012-1653-4 May 2025	62.50	05/06/2025
05/14/2025	105275	BMO	HR Certification Institute	498.00	05/14/2025
05/14/2025	105275	BMO	MAER Conference: Nardi and Jarrard	650.00	05/14/2025
05/14/2025	105275	BMO	City of Naperville, Water Service Alt 02/27-03.28/25	341.48	05/14/2025
05/14/2025	105275	BMO	paypal micro business monthly	30.00	05/14/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			fee		
05/14/2025	105275	BMO	Aldi-supplies for Transition	20.11	05/14/2025
05/14/2025	105275	BMO	Gen office/kitchen supplies-SAC	209.99	05/14/2025
05/14/2025	105275	BMO	Refuse Service SE Alt-March 2025	1,439.19	05/14/2025
05/14/2025	105275	BMO	Jewel purchase 03.28.25	56.44	05/14/2025
05/14/2025	105275	BMO	Costco, pallet water (outdoor ed)	447.69	05/14/2025
05/14/2025	105275	BMO	Vision Program - PATRICIA VANDERCAR - Instructional Headphones Albright AMAZON 3/6/2025	25.98	05/14/2025
05/14/2025	105275	BMO	Vision Program - EMILIA ARIANO Supplies ATHS AMAZON 3/27/2025	99.63	05/14/2025
05/14/2025	105275	BMO	Vision Program - EMILIA ARIANO Supplies ATHS AMAZON 3/27/2025	15.48	05/14/2025
05/14/2025	105275	BMO	Vision Program - EMILIA ARIANO Supplies ATHS AMAZON 3/28/2025	15.96	05/14/2025
05/14/2025	105275	BMO	Vision Program - KRISTINE CORSELLO Instructional Materials AMAZON 4/7/2025	45.84	05/14/2025
05/14/2025	105275	BMO	Classroom Supplies: Letter tracing, Peanut Yoga Ball, Sensory Fidget, Grip Strengthening (to get out anger/frustration without hitting), Predictable Chart Writing Paper	16.99	05/14/2025
05/14/2025	105275	BMO	Classroom Supplies/Items: Loose Leaf Rings, Sensory body socks, Large post it pad, and Magnetic Dry Erase Labels	145.66	05/14/2025
05/14/2025	105275	BMO	Classroom Items: Accordion Classroom Divider, Radio flyer foldable wagon, Sterilite 4-Pack Storage Organizer System for Home, Velcro Dots, Fruit of the Loom Girls underwear, Boys Underwear (Size Small), Weighted Blanket, Theraputty, Sensory Sock, Drawers for independent work stations, Kids Binoculars, Mesh Bag for Recess balls, velcro	1,634.53	05/14/2025
05/14/2025	105275	BMO	Classroom/Lexi Meyers	74.27	05/14/2025
05/14/2025	105275	BMO	Classroom	22.98	05/14/2025
05/14/2025	105275	BMO	Reading material TASSONE	34.51	05/14/2025
05/14/2025	105275	BMO	Classroom/Moses	25.24	05/14/2025
05/14/2025	105275	BMO	Sensory Light Tables for SMNP Classroom	96.96	05/14/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
05/14/2025	105275	BMO	Classroom items for Waterbury-EP	43.08	05/14/2025
05/14/2025	105275	BMO	Items for Holmes-JH	95.99	05/14/2025
05/14/2025	105275	BMO	Books for SLP Groups-AP	299.18	05/14/2025
05/14/2025	105275	BMO	Standing desk-Holmes-AK	59.62	05/14/2025
05/14/2025	105275	BMO	Grooming Items-Winfield-SB	34.33	05/14/2025
05/14/2025	105275	BMO	Items for Cass	13.16	05/14/2025
05/14/2025	105275	BMO	Classroom items-Hillcrest-JG	107.06	05/14/2025
05/14/2025	105275	BMO	MISC ITEMS FOR SW-CT	79.55	05/14/2025
05/14/2025	105275	BMO	SLP ITEMS-EU	68.55	05/14/2025
05/14/2025	105275	BMO	MISC. AT ITEMS FOR SLE	770.50	05/14/2025
05/14/2025	105275	BMO	OT/PT Office Supplies	99.59	05/14/2025
05/14/2025	105275	BMO	materials	111.72	05/14/2025
05/14/2025	105275	BMO	Supplies for Classroom Team Projects and Training	139.37	05/14/2025
05/14/2025	105275	BMO	Supplies for Classroom Team Projects and Training	595.60	05/14/2025
05/14/2025	105275	BMO	Firstcomm Phone Bill March Inv. 127762547 and 127780450	1,532.56	05/14/2025
05/14/2025	105275	BMO	supplies - outdoor ed 2025	20.00	05/14/2025
05/14/2025	105275	BMO	outdoor ed day May 2 2025	83.44	05/14/2025
05/14/2025	105275	BMO	Outdoor Ed May 2 2025	42.60	05/14/2025
05/14/2025	105275	BMO	Amazon order	9.95	05/14/2025
05/14/2025	105275	BMO	PPE, SE Custodial Supplies	57.80	05/14/2025
05/14/2025	105275	BMO	Crown Plaza - SIS Conference	358.69	05/14/2025
05/14/2025	105275	BMO	BMO P-CARD- K. CURBY 04/20/25	262.68	05/14/2025
05/14/2025	105275	BMO	BMO P-CARD- K. CURBY 04/20/2025	-200.00	05/14/2025
05/14/2025	105275	BMO	P Card - Julie Grohn	785.00	05/14/2025
05/14/2025	105275	BMO	April 2025 Ann Kremer P-Card Charges	1,705.11	05/14/2025
05/14/2025	105275	BMO	BMO - Bluedog Ink April Statement	767.05	05/14/2025
05/14/2025	105275	BMO	P-Card Reconciliation for Senga Lowe April 2025	1,520.57	05/14/2025
05/14/2025	105275	BMO	BMO CC	68.96	05/14/2025
05/14/2025	105275	BMO	P-Card Statement-04/20/2025 A. McKee	142.16	05/14/2025
05/14/2025	105275	BMO	4/20/25 BMO Statement	275.67	05/14/2025
05/14/2025	105275	BMO	BMO Monthly Credit Card for Purchases made by Darcie Vance on her P-Card for March 2025	815.00	05/14/2025
05/14/2025	105275	BMO	Vision Program - AMY GEBRE PCard Instructional - April 2025 4/29/2025	139.47	05/14/2025
05/14/2025	105275	BMO	Vision Program - TRACEY NARDI PCard O&M Instructional & Student Travel March - April 2025 4/30/2025	142.09	05/14/2025
05/14/2025	105275	BMO	Vision Program - KIRSTIN PEAHL PCard O&M Instruction Student Travel - April 2025 4/29/2025	62.50	05/14/2025
05/14/2025	105275	BMO	Vision Program - CARLY REDDY PCard - ADL Student	181.37	05/14/2025

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
			Instructional / Transportation O&M ATHS March - April 2025 4/29/2025		
05/14/2025	105275	BMO	BMO Statement, Statement Date: 04/20/2025	176.91	05/14/2025
05/14/2025	105275	BMO	BMO Statement, Statement Date: 04/20/2025	495.00	05/14/2025
05/14/2025	105275	BMO	S.Cuomo Transportation Pcard April 2025	3,929.74	05/14/2025
05/14/2025	105275	BMO	Bank statement 4/20	2,672.83	05/14/2025
			Totals for checks	484,469.07	

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	390,753.23	0.00	57,369.34	448,122.57
20	OPER, BUILD, & MAINT FUND	0.00	0.00	36,346.50	36,346.50
*** Fund Summary Totals ***		390,753.23	0.00	93,715.84	484,469.07

********** End of report **********

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
05/06/2025	242500799	RELIANCE STANDARD LI	Reliance May 2025 Invoice	4,324.64	05/06/2025
			Totals for checks	4,324.64	

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	4,324.64	0.00	0.00	4,324.64
*** Fund Summary Totals ***		4,324.64	0.00	0.00	4,324.64

********** End of report **********

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
05/21/2025	105351	ALLISON, DYER	Invoice 1004 for Admin Workshop in July 2025 for a total of $13250. Deposit of $2700 due by June 15th	2,700.00	05/21/2025
05/21/2025	105352	AMERGIS HEALTHCARE S	Behavior Tech Services from 3/10/25 through 3/14/25	37.50	05/21/2025
05/21/2025	105353	CORPAY MASTERCARD	Gas Cards/Service 05/01/2025-05/15/2025	482.94	05/21/2025
05/21/2025	105354	CT PROMO & IMAGING	T-Shirts for Rich Laren Day of Outdoor Learning	4,236.10	05/21/2025
05/21/2025	105355	ONDRUS, LINDA	Bus Renewal Course 05/21/2025	150.00	05/21/2025
			Totals for checks	7,606.54	

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	0.00	0.00	7,606.54	7,606.54
*** Fund Summary Totals ***		0.00	0.00	7,606.54	7,606.54

********** End of report **********

VOIDED CHECKS

June 2025 $ 157.31

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST DATE
05/21/2025	105291	AOTA PRODUCTS	OT/PT Resource Book	157.31	05/21/2025
05/22/2025	105291	AOTA PRODUCTS	OT/PT Resource Book	-157.31	05/22/2025
			Totals for checks	0.00	

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATION FUND	0.00	0.00	0.00	0.00
*** Fund Summary Totals ***		0.00	0.00	0.00	0.00

********** End of report **********

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), which is operating as Early CHOICES ("Early CHOICES"), and __Accountability Solutions _____ ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

1. **SERVICES.** Early CHOICES shall engage Contractor to provide the following service:

Custom Development on Android App to meet required compliance standards:
A. Added feature to allow uses to delete account and all data by individual assessment within app.

B. Added feature to allow users to delete account and all data from within Google App store App bio link,
C. Added features to online EC and SPP 6 apps to allow for data to be called and deleted from within the app and within the Google app store.

2. TERM. Contractor shall provide services to Early CHOICES pursuant to this Agreement during the period from ___March 1, 2023____ to ____March 31, 2023_____ ("Agreement Term").

3. COMPENSATION. In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contractor ___$5,000.00__, plus related travel expenses not to exceed __n/a_. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.

4. EXPENSES. Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.

5. INDEPENDENT CONTRACTOR. Contractor is an independent contractor and not an employee of SASED or Early CHOICES. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED or Early CHOICES.

6. CONFIDENTIALITY. Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that

she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to Early CHOICES.

7. OTHER RULES AND POLICIES. Contractor agrees to abide by any other rules, policies, and procedures as communicated by Early CHOICES.

8. TERMINATION. This Agreement may be terminated early for the following reasons:

a. Mutual agreement, with fourteen (14) days' notice;
b. Permanent disability (inability to perform essential job functions with or without accommodation);
c. Death; or
d. Cause.

Termination for cause during the term of this Agreement shall be for any conduct, act, or failure to act by the Contractor, which, at the sole discretion of Early CHOICES, is deemed detrimental to the best interests of Early CHOICES.

9. RETURN OF PROPERTY. Upon termination or completion of the Agreement Term, Contractor will promptly return to Early CHOICES all property belonging to Early CHOICES, including without limitation: all computers, technology, office supplies, keys and any other property in any form.

10. CONTINUING OBLIGATIONS. Notwithstanding the termination of this Agreement for any reason, the provisions of Paragraph 6 of this Agreement will continue in full force and effect following such termination.

11. NON-DISCRIMINATION. Contractor agrees that she/he shall not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other status protected by law in its programs and/or activities.

12. LIABILITY. Contractor agrees to indemnify and hold harmless SASED, its employees and agents, against any and all claims, damages, costs, losses, and/or expenses arising from or related to the performance of this Agreement. This includes but is not limited to reasonable attorney's fees**.**

13. WAIVER. The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

14. SEVERABILITY. If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any

provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

15. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both SASED and Contractor.

16. NOTICE. Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

For Contractor: Accountability Solutions, LLC
1704 Llano St B-142
Santa FE, NM 87505

For SASED: School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

17. GOVERNING LAW. The laws and regulations of the State of Illinois shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the Parties.

18. **BOARD APPROVAL**. This Agreement is subject to the approval of the SASED Board of Control.

THEREFORE, SASED and Contractor now voluntarily and knowingly execute this Agreement.

SASED

By:_____ Date:_____
Executive Director

By: _____ Date:_____
Director of Business Operations

Contractor

By: Kelly L Hyde PhD, CEO Date: 04/02/24

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Creative Exchange ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

1. SERVICES. SASED shall engage Contractor to provide the following service:
    a. To provide supplies (paper, pens, stickers, etc. and equipment (guitar, rhythm instruments, tape recorders, etc).
    b. To develop programs and procedures for students.
    c. To provide direct service to students on a regular basis.
    d. To regularly report progress to staff.
    e. To consult with treatment team members as requested.
    f. To perform all services in accordance with the Music Therapy code of ethics and maintain necessary certification and registration in the state of Illinois.

Contractor shall provide services pursuant to an agreed schedule. Contractor is responsible for obtaining approval for scheduled services prior to providing services.

2. TERM. Contractor shall provide services to SASED pursuant to this Agreement during the period from August 14, 2025 to June 1, 2026, unless otherwise agreed to by the parties in writing. ("Agreement Term").

3. COMPENSATION. In exchange for approved services provided pursuant to Paragraph 1, SASED shall pay Contractor $75.00 per direct service hour for 27.5 hours a week for approximately 34 weeks. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.

4. EXPENSES. Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.

5. INDEPENDENT CONTRACTOR. Contractor is an independent contractor and not an employee of SASED. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED.

6. RECORDS AND CONFIDENTIALITY. Contractor acknowledges that for purposes of implementing this Agreement and providing services under this Agreement, she/he may have access to information that constitutes "school student records" as defined in the *Illinois School*

Student Records Act (105 ILCS10/1, et seq.) and/ or "education records"as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/ or "personally identifiable information" as defined in FERPA' s implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, use, redisclosure and data security.

All school student records maintained by SASED that are used by the Contractor in connection with the provision of services under this Agreement shall be and remain the property of SASED. The parties acknowledge and agree that all records and documents prepared pursuant or related to this Agreement are the property of SASED, although Contractor may retain temporary physical possession of them for the convenience of SASED. SASED has the unrestricted authority to request, access, use, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared by Contractor under this Agreement. Any record (personally identifiable to a student) that Contractors delivers to or prepares for SASED under this Agreement is a student record, subject to all confidentiality protections under the Federal Educational Rights and Privacy Act and the Illinois School Student Records Act. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to SASED.

7. CRIMINAL BACKGROUND CHECK. Any Contractor employees who provide services to SASED students under this Agreement shall be subject to a criminal background check as required by the Illinois School Code.

8. OTHER RULES AND POLICIES. Contractor agrees to abide by any other rules, policies, and procedures as communicated by SASED.

9. TERMINATION. Either party may terminate this Agreement for any reason, at any time, by written notice delivered to the other party not less than ten (10) days prior to the termination date. The Contractor will be entitled to recover any outstanding compensation earned as of the date of receipt of written notification from SASED of its termination of this Agreement.

10. RETURN OF PROPERTY. Upon termination or completion of the Agreement Term, Contractor will promptly return to SASED all property belonging to SASED, including without limitation: all computers, technology, office supplies, keys and any other property in any form.

11. CONTINUING OBLIGATIONS. Notwithstanding the termination of this Agreement for any reason, the provisions of Paragraph 6 of this Agreement will continue in full force and effect following such termination.

12. NON-DISCRIMINATION. Contractor agrees that she/he shall not discriminate in the performance of this Agreement against any individual on the basis of an individual's actual or perceived race, color, creed, religion, national origin, sex, gender identity, sexual orientation, age, disability or any other status protected by law in its programs and/ or activities.

13. INSURANCE. During the term of this Agreement, Contractor shall maintain:

General Liability and Professional Liability insurance coverage in at least the following amounts: one million dollars ($1,000,000) per each occurrence; and three million dollars ($2,000,000) in the aggregate. The insurance shall include a provision for Sexual Abuse and Molestation coverage in the amount of one million dollars ($1,000,000) per occurrence/aggregate.

Auto Liability insurance coverage in the amount of one million dollars ($1,000,000) Combined Single Limit if autos are used during SASED business.

Workers Compensation/Employers' Liability insurance with statutory coverage with $100,000 Accident, $500,000 Disease Policy and $100,000 Disease Per Employee.

A certificate of insurance should be provided annually naming SASED as an Additional Named Insured and its successors on a primary and noncontributory basis.

14. LIABILITY. Contractor agrees to indemnify and hold harmless SASED, its officers, employees and agents, against any and all claims, damages, costs, losses, and/ or expenses arising from or related to the performance of this Agreement. This includes but is not limited to reasonable attorney's fees.

15. WAIVER. The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

16. SEVERABILITY. If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

17. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both SASED and Contractor.

18. NOTICE. Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

For Contractor: Craig Christiansen, MT-BC
Creative Exchange Music Therapy
1942 Suffolk Avenue
Westchester, Illinois 60154

For SASED: Dr. KIm Dryier, Executive Director
School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

19. GOVERNING LAW. The laws and regulations of the State of Illinois shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the Parties.

20. BOARD APPROVAL. This Agreement is subject to the approval of the SASED Board of Directors.

THEREFORE, SASED and Contractor now voluntarily and knowingly execute this Agreement.

SASED

By: _____ Date: _____
Executive Director

By: _____ Date: _____
Director of Business

Contractor

By: _____ Date: _____

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

CONSENT AGENDA ACTION ITEM

To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: June 11, 2025
Re: Accept the First Reading of Policies from PRESS Issue 118

DRAFT UPDATES
2:260 - Uniform Grievance Procedure
4:15 - Identity Protection
4:80 - Accounting and Audits
5:10 - Equal Employment Opportunity and Minority Recruitment
5 :20 - Workplace Harassment Prohibited
5:60 - Expenses
5:100 - Staff Development Program
6:150 - Home and Hospital Instruction
6:235 -Access to Electronic Networks
7:10 - Equal Educational Opportunities
7:20 - Harassment of Students Prohibited
7 :60 - Residence
7:70 - Attendance and Truancy
7: 180 - Prevention of and Response to Bullying, Intimidation, and Harassment
7:185 - Teen Dating Violence Prohibited
7:190 - Student Behavior
7:200 - Suspension Procedures
7:210 - Expulsion Procedures
7:250 - Student Support Services
7:255 - Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence
7:270 - Administering Medicines to Students
7 :310 - Restrictions on Publications; Elementary Schools
7:315 - Restrictions on Publications; High Schools
7:340 - Student Records
NEW
2:270 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
7:255 - Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence
REWRITTEN
2:265 -Title IX Grievance Procedures

Recommended Action: SASED Administration requests that the Board of Directors accept the first reading of the above policies included as part of IASB PRESS Issue 118 as presented. These policies have been reviewed by the Policy Committee, and will be brought to the August Board of Directors meeting for final reading and adoption.

POLICY MANUAL REVISIONS
April 24, 2025 PRESS - Issue 118
1st Reading - June 11, 2025
Board Policies

DRAFT UPDATES

2:260 - Uniform Grievance Procedure
4:15 - Identity Protection
4:80 - Accounting and Audits
5:10 - Equal Employment Opportunity and Minority Recruitment
5:20 - Workplace Harassment Prohibited
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7:70 - Attendance and Truancy
7:180 - Prevention of and Response to Bullying, Intimidation, and Harassment
7:185 - Teen Dating Violence Prohibited
7:190 - Student Behavior
7:200 - Suspension Procedures
7:210 - Expulsion Procedures
7:250 - Student Support Services
7:255 - Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence
7:270 - Administering Medicines to Students
7:310 - Restrictions on Publications; Elementary Schools
7:315 - Restrictions on Publications; High Schools
7:340 - Student Records

NEW

2:270 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
7:255 - Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

REWRITTEN

2:265 - Title IX Grievance Procedures

Document Status: District Use Only

GOVERNANCE

2:260 Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 *et seq.*
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board policy 2:265, *Title IX Grievance Procedure*[PRESSPlus1]
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 *et seq.*
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)[PRESSPlus2]
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children

10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff *et seq.*
16. Employee Credit Privacy Act, 820 ILCS 70/

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any SASED Complaint

Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as

required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

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

The Executive Director will keep the Board informed of all complaints.

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Executive Director shall provide his or her written decision to the Complainant and the accused as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Executive Director or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Executive Director or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers PRESSPlus3

The Executive Director shall appoint a Nondiscrimination Coordinator to manage SASED's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The ~~Nondiscrimination Coordinator also serves as SASED's~~Executive Director shall appoint a Title IX Coordinator to coordinate SASED's efforts to comply with Title IX. PRESSPlus4

The Executive Director shall appoint at least one Complaint Manager to administer this policy. If possible, the Executive Director will appoint two Complaint Managers, each of a different ~~each~~ gender. SASED's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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

Nondiscrimination Coordinator:

~~Julie Grohn~~ Julia Wheaton

Name

2900 Ogden Ave. Lisle, IL 60532

Address

~~jgrohn~~ jwheaton@sased.org

Email

630-~~778-4500~~ 955-8107

Telephone

Complaint Managers:

~~Assistant Director of Business CSBO~~ Dan Lawler	~~Assistant Director of~~ ~~Programs and Services~~ Elizabeth Vander Woude
Name	Name
2900 Ogden Ave. Lisle, IL 60532	2900 Ogden Ave. Lisle, IL 60532
Address	Address
~~executivedirector~~ dlawler@sased.org	~~executivedirector~~ evanderwoude@sased.org
Email	Email
630-~~778-4500~~ 955-8098	630-~~778-4500~~ 955-8102
Telephone	Telephone

LEGAL REF.:

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

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

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

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

29 U.S.C. §206(d), Equal Pay Act.

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

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

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

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

42 U.S.C. §2000e *et seq.*, Title VII of the Civil Rights Act of 1964.

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

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

42 U.S.C. §12101 *et seq.*, Americans With Disabilities Act; 28 C.F.R. Part 35.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

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

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

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

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

775 ILCS 5/, Ill. Human Rights Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

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

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

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

PRESSPlus 2. 105 ILCS 5/22-95(b)(1)(B), added by P.A. 103-472, requires a school district to have an internal process for filing a complaint regarding a violation of its policy (or policies) prohibiting discrimination and harassment on the basis of race, color, national origin, and retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts.

Sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, utilizes this policy as an internal complaint process. See also sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com, which includes additional procedures to be followed when responding to complaints of discrimination and harassment on the basis of race, color, and national origin. **Issue 118, April 2025**

PRESSPlus 3. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please click here to submit the name and contact information that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 4. A district must prominently display its Title IX nondiscrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Grievance Procedure*) and contact information for its Title IX Coordinator on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX

coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Draft Update

OPERATIONAL SERVICES

4:15 Identity Protection

The collection, storage, use, and disclosure of social security numbers by SASED shall be consistent with State and federal laws. The goals for managing SASED's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by SASED from unauthorized disclosure.

The Executive Director is responsible for ensuring that SASED complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which SASED is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No SASED employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Executive Director. An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with SASED policy and procedures. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. SASED will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Executive Director ensures that SASED takes reasonable cybersecurity and other measures to

safeguard information including:[PRESSPlus1] (1) *protected personally identifiable information*, (2) other types of information that a federal ~~awarding~~ agency, pass-through ~~agency~~entity, or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that SASED considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information)*, when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Executive Director shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Executive Director shall ensure that employees and contractors responsible for the administration of a federal or State award for SASED receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

2 C.F.R. §200.303(e).

5 ILCS 179/, Identity Protection Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 205/3, Local Records Act.

105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to SASED Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: September 18, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to 2 C.F.R Part 200, amended by 89 Fed. Reg 30046, addressing the safeguarding of information under grant awards and updating the definitions for *personally identifiable information* and *protected personally identifiable information*.

*Personally Identifiable Information (*PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some PII is available in public sources such as telephone books and websites. This was previously defined as *public personally identifiable information* (Public PII), but 2024 revisions to 2 C.F.R. Part 200 have deleted Public PII as a definition. The definition of PII is not attached to any single category of information or technology. Instead, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that could be used to identify an individual when combined with other available information. 2 C.F.R. §200.1.

Protected personally identifiable information (Protected PII) means PII, except for certain types of PII that must be disclosed by law. 2024 revisions to 2 C.F.R. Part 200 eliminated examples of Protected PII and instead only list examples of PII within the definition of Protected PII at 2 C.F.R. §200.1, which may indicate broadening of the definition of Protected PII. See 89 Fed. Reg. 79732. Before the 2024 revisions, examples of Protected PII contained in the regulation included, but were not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics,

date and place of birth, mother's maiden name, criminal records, medical records, financial records, and educational transcripts. 2 C.F.R. §200.1. Consult the board attorney for guidance in this area. See sample administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under Grant Awards*, available at PRESS Online by logging in at www.iasb.com. Protected PII is similar to, but broader than, the definition of *personal information* under PIPA. **Issue 118, April 2025**

Document Status: Draft Update

OPERATIONAL SERVICES

4:80 Accounting and Audits

SASED's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing,* as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board of Directors. The Executive Director, in addition to other assigned financial responsibilities, shall report monthly on SASED's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Executive Director shall arrange an audit of SASED's funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board of Directors and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board of Directors member and to the Executive Director. The Executive Director shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Executive Director or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Executive Director shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Executive Director or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by SASED pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable. The Executive Director shall establish procedures for the management of property acquired by SASED under grant awards that comply with federal and State law.

Capitalization Threshold[PRESSPlus1]

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of $1,000-$5,000,[PRESSPlus2] depending on the item, and have an estimated useful life greater than one year. To be considered a capital asset for insurance coverage purposes, a capital item must at or above a capitalization threshold of $1,000 and have an estimated useful life greater than one year. The following Capitalization Table should be used when developing the estimated useful life and calculating the depreciation expense for an item using the straight-line

depreciation method.

Capitalization Thresholds:

Land and Land Improvements	5,000
Buildings and Building Improvement	5,000
Infrastructure and site Improvements	50,000
Equipment and Furnishings	2,500
Technology and Software	1,000

Estimated Useful Lives:

- Buildings and Building Improvements (20-50 years)
  - HVAC and Boiler Systems 20-25 years
  - Roof and Gutter Systems 25-30 years
  - Electrical and Plumbing Systems 30-50 years
- Infrastructure and Site Improvements (20-50 years)
  - Parking Lots/Sidewalks/Curbs 20-25 years
  - Landscaping ad Trees 25-30 years
  - Sewer and Lighting 30-50 years
- Equipment and Furnishings (5-20 years)
  - Office Equipment 5-15 years
  - Cars/Trucks 7-10 years
  - Telephones 10-12 years
  - Library Books 10-15 years
  - Tables/Desks/Chairs 10-15 years
  - Fixtures 15-20 years
- Technology and Software (5-10 years)
  - Computers 4-5 years
  - Software 5-7years
  - Network Equipment 5-10 years
  - Technology Infrastructure 8-10 years

Disposition of SASED Property

The Executive Director or designee shall notify the Board of Directors, as necessary, of the following so that the Board may consider its disposition: (1) SASED personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Executive Director or designee may unilaterally dispose of personal property of a diminutive value. The Executive Director shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention[PRESSPlus3] of property acquired by SASED under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Executive Director or designee shall: (1) require that all use of SASED property or equipment by employees is for SASED's convenience and best interests unless it is a Board of Directors-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of SASED property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Executive Director shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of $1,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Executive Director or designee shall include checks written to reimburse revolving funds on the Board of Directors monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board of Directors must approve all bank accounts opened or established in SASED's or a District SASED's name or with SASED's Federal Employer Identification Number. All checks issued by SASED must be signed by either the Treasurer or Board of Directors Chairperson, except that checks from accounts containing student activity funds or fiduciary funds and revolving accounts may be signed by their respective account custodians.

Internal Controls

The Executive Director is primarily responsible for establishing and implementing a system of internal controls for safeguarding SASED's financial condition; the Board of Directors, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Executive Director or designee shall annually audit SASED's financial and business operations for compliance with established internal controls and provide the results to the Board of Directors. The Board of Directors may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

2 C.F.R. §200 *et seq.*

30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 *et seq.*

105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 *et seq.*

23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

Adopted: September 18, 2024

PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample, available by logging in at www.iasb.com, to determine necessary changes. **Issue 118, April 2025**

PRESSPlus 2. In response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046, a minimum threshold of $10,000, or a lesser amount established by the board, and useful life greater than one year complies with the definition of *equipment* under federal grant rules. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046. **Issue 118, April 2025**

Document Status: District Use Only

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

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

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.PRESSPlus1 These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Executive Director shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating SASED's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Executive Director or a Complaint Manager under policy 2:260, *Uniform Grievance Procedure*. ~~The Nondiscrimination Coordinator also serves as SASED's Title IX Coordinator.~~

The Executive Director shall appoint a Title IX Coordinator to coordinate SASED's efforts to comply with Title IX. PRESSPlus2

The Executive Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of SASED's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

~~Julie Grohn~~ Julia Wheaton

Name

2900 Ogden Ave. Lisle, IL 60532

Address

~~jgrohn~~ jwheaton@sased.org

Email

630-~~778-4500~~ 955-8107

Telephone

Complaint Managers:

~~Assistant Director of Business-CSBO~~ Dan Lawler

Name

2900 Ogden Ave. Lisle, IL 60532

Address

~~executivedirector~~ dlawler@sased.org

~~Assistant Director of Programsand Services~~ Elizabeth Vander Woude

Name

2900 Ogden Ave. Lisle, IL 60532

Address

~~executivedirector~~ evanderwoude@sased.org

Email	Email
630-~~778-4500~~ 955-8098	630-~~778-4500~~ 955-8102
Telephone	Telephone

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

Minority Recruitment

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

LEGAL REF.:

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

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

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §218d, Fair Labor Standards Act.

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

29 U.S.C. §701 *et seq.*, Rehabilitation Act of 1973.

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

42 U.S.C. §1981 *et seq.*, Civil Rights Act of 1991.

42 U.S.C. §2000d *et seq.*, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

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

42 U.S.C. §2000ff *et seq.*, Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000gg *et seq.*, Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.

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

42 U.S.C. §12111 *et seq.*, Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

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

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

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

775 ILCS 35/, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

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

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious

Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:184 (Leaves, Holidays, and Vacations), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95, added by P.A. 103-472, requiring a school district's board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 2. Please click here to submit the name and contact information that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

Document Status: District Use Only

General Personnel

5:20 Workplace Harassment Prohibited

SASED expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. SASED 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, pregnancy, marital status, family responsibilities, reproductive health decisions, 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 Grievance Procedure;* 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited;*[PRESSPlus1] 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

SASED employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such

conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for SASED pursuant to a contract with SASED, 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 Program Administrator/Coordinator, the Nondiscrimination Coordinator, Title IX Coordinator, and/or a Complaint Manager.

An employee 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 Executive Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of SASED's current Nondiscrimination Coordinator, Title IX Coordinator, PRESSPlus2 and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as the SASED's Title IX Coordinator.~~

Nondiscrimination Coordinator:

~~Julie Grohn~~ Julia Wheaton

Name

2900 Ogden Ave. Lisle, IL 60532

Address

~~jgrohn~~ jwheaton@sased.org

Email

630-~~778-4500~~ 955-8107

Telephone

Complaint Managers:

~~Assistant Director of Business CSBO~~ Dan Lawler

Name

2900 Ogden Ave. Lisle, IL 60532

Address

~~executivedirector~~ dlawler@sased.org

Email

630-~~778-4500~~ 955-8098

Telephone

~~Assistant Director of~~Programs ~~and Services~~ Elizabeth Vander Woude

Name

2900 Ogden Ave. Lisle, IL 60532

Address

~~executivedirector~~ evanderwoude@sased.org

Email

630-~~778-4500~~ 955-8102

Telephone

Investigation Process

Any SASED employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX 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 SASED'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-based[PRESSPlus3] harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the ~~Nondiscrimination~~Title IX Coordinator or designee shall consider whether action under policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.*

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, 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; Code of Professional 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 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 SASED, e.g., vendor, parent/guardian, 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 policies 2:260, *Uniform Grievance Procedure*, ~~and~~ 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), 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/or the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Program Administrator, 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

SASED 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 Executive Director shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on SASED website and/or making this policy available in SASED'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 5/5-102.2, Ill. Human Rights Act.

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

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).

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95, added by P.A. 103-472, requiring a school district's board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 2. Please click here to submit the name and contact information that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

General Personnel

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. SASED is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of SASED's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Executive Director may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Executive Director or designee on SASED's standardized estimated expense approval form for employees. After spending expense advancements, employees must use SASED's standardized expense reimbursement form and submit to the Executive Director: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to SASED. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Executive Director or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on

SASED's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on SASED's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by SASED in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. The Executive Director will have the authority to approve out-of-state travel. SASED staff are allowed out-of-state travel only with the approval of the SASED Executive Director who will ensure the travel is consistent with Board approved reimbursement rates and administrative guidelines. Staff will only attend out-of-state programs and activities which are not available in Illinois and attendance at which will directly benefit SASED. Employees will be reimbursed for:

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

Meals

Meals charged to SASED should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

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

Additional Requirements for Travel Expenses Charged to Federal and State Grants

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

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

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

LEGAL REF.:

2 C.F.R. §200.4754.PRESSPlus1

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

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

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 118, April 2025**

Document Status: Draft Update

General Personnel

5:100 Staff Development Program

The Executive Director or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
    a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
    b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
    c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
    d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
    e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
    f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.

3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11.
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
    a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
    b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
    c. Implementing SASED's policies and procedures regarding such youth, including confidentiality; and
    d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
    a. The federal Americans with Disabilities Act as it pertains to the school environment; and
    b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
    a. Teacher-student conduct;
    b. School employee-student conduct; and
    c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for ~~teachers, administrators,~~ all school personnel and school resource officers~~, and staff regarding~~ on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b), PRESSPlus1 the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.

3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all SASED staff, annual sexual harassment prevention training.
9. Title IX requirements for training in accordance with 34 C.F.R. ~~§~~Part 106~~.8(d)~~ (see Board policy 2:265, *Title IX Grievance Procedure*).
10. Training for all SASED employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*). PRESSPlus2

The Executive Director shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention.*

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

LEGAL REF.:

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

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, ~~and~~ 5/24-5, and 5/26A.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 145/25, Care of Students with Diabetes Act

105 ILCS 150/25, Seizure Smart School Act.

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

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: September 18, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/26A-25 and 26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, which requires each designated Article 26A Resource Person to either (1) be trained to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence, including training in the subjects set forth in 105 ILCS 5/26A-35(b)(i), or (2) have participated in an in-service training program under 105 ILCS 5/10-22.39(d) that includes training on the rights of minors to consent to counseling services and psychotherapy under the Mental Health and Developmental Disabilities Code within 12 months prior to designation. However, 105 ILCS 5/10-22.39(d) was deleted by P.A. 103-542 and its training contents are in 105 ILCS 5/10-22.39(b-25). Consult the Board Attorney regarding this law's application to entities other than school districts.

105 ILCS 5/26A-25(b)(1), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requires employees whose duties include resolution of Article 26A complaints to initially complete at least eight hours of

training on issues related to domestic and sexual violence and how to conduct the district's complaint resolution procedure, and to complete six hours of training annually thereafter. Such training must be conducted by individual(s) with expertise in domestic or sexual violence in youth and expertise in developmentally appropriate communications with elementary and secondary students regarding topics of a sexual, violent, or sensitive nature. See sample administrative procedures 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

See pp. 28-30 of the June 2024 report of the second ESS Task Force for existing training requirements that may be suitable to fulfill Article 26A training requirements, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

Document Status: Draft Update

INSTRUCTION

6:150 Home and Hospital Instruction

A student who is absent from a SASED program, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Ill. State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. The student's home district shall assume responsibility for the student's educational services after notification has been given by SASED.

The home district of a student who is unable to attend a SASED program because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, is responsible to provide home instruction, correspondence courses, or other courses of instruction under the following circumstances:PRESSPlus1

1. ~~(1) b~~Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction., ~~and (2) f~~
2. For up to three months after the child's birth or a miscarriage.PRESSPlus2
3. When a student must care for his or her ill child if:
   a. The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health conditionPRESSPlus3 that would require the student to be absent from school for two or more consecutive weeks; and
   b. The student or the student's parent/guardian informs SASED, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization, as defined in 105 ILCS 5/26A, informs SASED, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

SASED may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate SASED personnel, district personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.:

105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.

23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunitiesy), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: September 18, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6a, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. Number 2 does not require a written statement from a physician, physician assistant, or advanced practice registered nurse. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. **Issue 118, April 2025**

PRESSPlus 3. *Serious health condition* means an illness, injury, impairment, or physical or mental health condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider that is not controlled by medication alone. **Issue 118, April 2025**

Document Status: Draft Update

INSTRUCTION

6:235 Access to Electronic Networks

Electronic networks are a part of SASED/member districts' instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of SASED and its member districts' technology resources, including, but not limited to:

1. SASED and its member districts' local-area and wide-area networks, including wireless networks (Wi-Fi), Cooperative/member district-issued Wi-Fi hotspots, and any Cooperative/member district servers or other networking infrastructure;
2. Access to the Internet or other online resources via the SASED member districts' networks or to any District-issued online account from any computer or device, regardless of location;
3. SASED member district-owned or SASED member district-issued computers, laptops, tablets, phones, or similar devices.

The Executive Director shall develop an implementation plan for this policy and appoint system administrator(s).

SASED/member district is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, SASED/member districts will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of SASED/member districts' electronic networks shall: (1) be consistent with the curriculum adopted by SASED/member districts as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Executive Director's implementation plan, use the Internet throughout the curriculum.

SASED/member districts' electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the SASED/member districts' electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via SASED/member districts' electronic network or SASED/member districts' computers. General rules for behavior and communications

apply when using electronic networks. SASED/member districts' administrative procedure, *Acceptable Use of the Cooperative's Electronic Networks,* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each SASED/member district computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Executive Director or designee. The Executive Director or designee shall enforce the use of such filtering devices for a bona fide research or other lawful purpose, provided the person received prior permission from the Executive Director or system administrator. The Executive Director or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Use of Artificial Intelligence (AI)-Enabled Tools[PRESSPlus1]

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in SASED shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, *SASED Philosophy*, and 7:345, *Use of Educational Technologies*.

To implement the use of AI-enabled tools in SASED, the Executive Director or designee shall:

1. Develop a Association-wide AI Plan that addresses SASED's approach to the integration of AI;
2. Based on the Association-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the Association by students and staff;
3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the Association's AI Plan and AI Responsible Use Guidelines on an annual basis and update them as needed.

Authorization for Electronic Network Access

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

Confidentiality

All users of SASED/member districts' computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any student or staff member to follow the terms of the SASED or host district administrative procedure, *Acceptable Use of the District's Electronic Networks,* or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:

20 U.S.C. §7131, Elementary and Secondary Education 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.

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools) , 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Optional. Artificial intelligence is a rapidly evolving and complex technology that implicates many unsettled legal and ethical issues. This content contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

A Statewide Generative AI and Natural Language Processing Taskforce issued a report to the General Assembly in December 2024 (https://doit.illinois.gov/content/dam/soi/en/web/doit/meetings/ai-taskforce/reports/2024-gen-ai-task-force-report.pdf) that recommended the Ill. State Board of Education provide guidance on the use of AI in schools, best practices, and educator training. The U.S. Dept. of Education released a toolkit to assist education leaders with the safe, ethical, and equitable integration of AI within education systems, available at: http://downloads.microscribepub.com/il/press/federal_resources/FINAL-ED-OET-EdLeaders-AI-Toolkit-10.29.24_20250221.pdf. Note: This resource may no longer be available on a federal government website but is being maintained at PRESS Online to provide consistent subscriber access.

Adopting policy language that addresses AI provides (a) a way for boards to monitor how this technology is being used in the district, and (b) an opportunity for the board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this

subject. Before adoption of this subhead, the board may want to have a conversation with the superintendent to determine how local conditions, resources, and current practices will support the full implementation of a policy that addresses AI and its goals. The use of AI will be most effective when the policy reflects local conditions and circumstances. Consult the Board Attorney about these issues. See sample administrative procedure 6:235-AP3, *Development of Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, available at PRESS Online by logging in at www.iasb.com, for a suggested framework for developing an AI plan and guidelines. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, SASED will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination complaint by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.PRESSPlus1

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Any student may file a sexual harassment~~discrimination~~PRESSPlus2 complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

Administrative Implementation

The Executive Director shall appoint a Nondiscrimination Coordinator~~, who also serves as SASED's~~ and a Title IX Coordinator. The Executive Director and Program Administrator/Coordinator shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

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

29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

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

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, 5/26A, and 5/27-1.

775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records)

Adopted: November 20, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95, added by P.A. 103-472, requiring a school district's board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: District Use Only

STUDENTS

7:20 Harassment of Students Prohibited

No person, including a SASED employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. SASED 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

SASED 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 Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Program Administrator/Coordinator, 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.~~ PRESSPlus1

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 Grievance Procedure.* The Nondiscrimination Coordinator, Title IX Coordinator, PRESSPlus2 and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure. The Executive Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of SASED's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as SASED's Title IX Coordinator.~~

Nondiscrimination Coordinator:

~~Julie Grohn~~ Julia Wheaton

Name

2900 Ogden Ave. Lisle, IL 60532

Address

~~jgrohn~~ jwheaton@sased.org

Email

630-~~778-4500~~ 955-8107

Telephone

Complaint Managers:

~~Assistant Director of Business CSBO~~

Name

Dan Lawler

2900 Ogden Ave. Lisle, IL 60532

Address

~~executivedirector~~ dlawler@sased.org

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630-~~778-4500~~ 955-8098

~~Assistant Director of~~~~Programs and Services~~ Elizabeth Vander Woude

Name

2900 Ogden Ave. Lisle, IL 60532

Address

~~executivedirector~~ evanderwoude@sased.org

Email

_____	630-~~778-4500~~ 955-8102 _____
Telephone	Telephone

The Executive Director 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 SASED's student handbook(s), on SASED'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 SASED employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX 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 SASED'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-~~based~~[PRESSPlus3] harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the ~~Nondiscrimination~~Title IX Coordinator or designee shall consider whether action under policy 2:265, *Title IX Grievance Procedure,* should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.*[PRESSPlus4]

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Grievance Procedure,* or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited,* 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 Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any SASED 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 SASED, e.g., vendor, parent/guardian, invitee, etc. Any SASED student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Program

Administrator/Coordinator, 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.

29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/26A, 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 Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

PRESSPlus 1. This sentence is stricken because the preceding sentence already states that students are encouraged to report to any employee with

whom the student is comfortable speaking. **Issue 118, April 2025**

PRESSPlus 2. Please click here to submit the name and contact information that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

PRESSPlus 4. Updated in response to 105 ILCS 5/22-95, added by P.A. 103-472, requiring a school district's board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:60 Residence

Member Districts

Students who are residents of member districts may participate in the programs available through SASED.

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5.14-1.11a, and 5/14-1.11b.

Non-Member Districts

Students who are residents of non-member districts may participate in the programs available through SASED providing eligibility requirements are met and space is available. The sending district shall pay SASED tuitions and charges in an amount determined by the Board of Directors calculated through the use of appropriate ISBE procedures for the program in which the student is included. Transportation shall be the responsibility of the district of residence.

LEGAL REF.:

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

30 ILCS 220/11.

105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, ~~and~~ 5/14-1.11b, and 5/26A. PRESSPlus1

105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.

105 ILCS 45/1-5 45/ and 70/.

23 Ill. Admin.Code § 1.240(e).

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).

Joel R. v. Board of Education of Manheim Cooperative 83, 686 N.E.2d 650 (Ill.App.1, 1997).

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

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (Eligibility for Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:70 (Attendance and Truancy)

Adopted: December 13, 2023

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/26A-35, added by P.A. 102-466, a/k/a ESS Law, eff. 7-1-25. Consult the Board Attorney regarding this law's application to entities other than school districts. **ISsue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

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

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, 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), attendance at a verified medical or therapeutic appointment (including a victim services provider),[PRESSPlus1] 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 Executive Director or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.[PRESSPlus2] Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Executive Director 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 Executive Director 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~~and information about available community ~~agency~~ services relevant to such students' needs. 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~~all school personnel, Board members, and school resource officers~~, and staff~~PRESSPlus3 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-SASED agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.
12. An acknowledgement that 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 Executive Director believes qualifies.
14. A process for a 17-year-old resident to participate in SASED'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-SASED 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~~Updating

Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Executive Director or designee shall assist the Board with its update.

LEGAL REF.:

105 ILCS 5/22-92 and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, ~~and~~ 5/26-18, and 5/26A.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 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 (Eligibility for Services), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

Adopted: December 13, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 2. 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Fulfillment of a parenting responsibility* includes, but is not limited to, arranging and providing child care, caring for a sick child, attending prenatal or other medical appointments for the expectant student, and attending medical appointments for a child. *Circumstances resulting from domestic or sexual violence* includes, but is not limited to, experiencing domestic or sexual violence, recovering from physical or psychological injuries, seeking medical attention, seeking services from a domestic or sexual violence organization as defined in 105 ILCS 5/26A-10, seeking psychological or other counseling, participating in safety planning, temporarily or permanently relocating, seeking legal assistance or remedies, or taking any other action to increase the safety or health of the student or to protect the student from future domestic or sexual violence. Before an absence of three or more consecutive days that is related to domestic or sexual violence, a district may require a student to verify his or her claim of domestic or sexual violence under 105 ILCS 5/26A-45. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important SASED goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by SASED or the 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 *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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 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 Executive Director or designee shall develop and maintain a bullying prevention and response plan that advances SASED'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.

1. SASED uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of SASED. However, nothing in SASED'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, Title IX Coordinator, PRESSPlus1 Program Administrator/Coordinator, 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 SASED'S named officials or any staff member. SASED 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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4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be

5. The Executive Director 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 Executive Director or designee shall investigate whether a reported incident of bullying is within the permissible scope of SASED's jurisdiction and shall require that SASED provide the victim with information regarding services that are available within SASED and community, such as counseling, support services, and other programs.

6. The Executive Director 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 of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if SASED'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. SASED's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Executive Director or designee shall post this policy on SASED's publicly accessible 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 Executive Director 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 SASED 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

    3) A signed statement from the Board Chairperson indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Executive Director or designee must post the information developed as a result of the policy re-evaluation on SASED'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 Executive Director 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 *Grievance Procedure*. Any person may use this policy to complain about sexual harassment ~~discrimination~~[PRESSPlus2] in violation of Title IX of the Education Amendments of 1972.
    c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.[PRESSPlus3]
    d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into SASED's educational program as required by State law.
    f. 6:235, *Access to Electronic Networks*. This policy states that the use of SASED's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    g. 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).
    h. 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.
    i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    j. 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 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), PRESSPlus4 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

PRESSPlus Comments

PRESSPlus 1. Please click here to submit the name and contact information that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

PRESSPlus 3. Consult the Board Attorney regarding this policy's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 4. Consult the Board Attorney regarding this policy's application to entities other than school districts. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Executive Director or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:

    a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.

    b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a SASED employee, agent, or student from engaging in sexual ~~discrimination, including sex-based~~ harassment,PRESSPlus1 in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.

    c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a SASED employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

    d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following SASED's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

    b. The Nondiscrimination Coordinator, Program Administrator/Coordinator, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with SASED's

comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into SASED's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Program Administrator/Coordinator, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: September 18, 2024

PRESSPlus Comments

PRESSPlus 1. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:190 Student Behavior

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

When and *Where* Conduct Rules Apply

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

1. On, 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

SASED/member district administrations are authorized to discipline students enrolled in SASED programs for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
    a. Any illegal drug, 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 authorized medical use of cannabis 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 not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.

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.
5. Using or possessing an electronic paging device.
6. 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.~~ PRESSPlus1 Unless otherwise banned under this policy or by the Program Administrator, 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) or Section 504 plan; (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.
7. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions, non-consensual dissemination of private sexual images*, and *non-consensual dissemination of sexually*

explicit digitized depictions, as defined in State law. PRESSPlus2

8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a SASED/member district staff member's request to stop, present school identification, or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
11. 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 school computer network, or other comparable conduct.
12. 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.
13. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited, is prohibited.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. 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.
17. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
18. 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.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
21. 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.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Executive Director or designee.
23. Engaging in any activity, on or off campus, that violates the disciplinary rules or policies of a

SASED member district, or 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; (b) endanger the health or safety of students, staff, or school property; or bears a nexus with school or school-related activities.

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

Efforts, including the use of positive interventions and supports, and progressive discipline, 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 Executive Director, Program Administrator or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the authority of SASED or a member district 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

SASED administration 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. Administration 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 parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost or damaged property
6. In-school suspension for a period not to exceed 5 school days. Program Administrator or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Program Administrator or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. SASED/member district will not provide transportation. 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 from the bus, in accordance with Board policy 7:220, Bus Conduct and 7;230 Misconduct by Students with Disabilities.

11. Out of school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years, provided that the appropriate procedures regarding the discipline of students with disabilities are followed. 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 SASED 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 in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others.PRESSPlus3 It includes 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 permitted by 105 ILCS 5/10-20.33~~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

Isolated time out, time out, and physical restraint may only be used when a student's behavior presents an imminent danger of serious physical harm to the student or others, less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm, there I no known medical contraindication to its use on the student, and the school staff member or members applying the intervention have been trained in its safe application, in accordance with 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code Section 1.285), and SASED procedures.

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 may be expelled, subject to the *Individuals with Disabilities Education Act*, as amended, the *Illinois School Code*, and *Section 504 of the Rehabilitation Act of 1973*, and their respective rules and regulations, 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 2012 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent of the student's district of residence, and the Superintendent's determination may be modified by the Board of the student's district of residence on a case-by-case basis. The Superintendent of the student's district of residence 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 SASED Board of Directors or the Board of the district hosting a SASED program, 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 Executive Director 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 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 SASED staff member shall immediately notify the office of the Program Administrator 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 or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Executive Director or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Executive Director or designee shall immediately notify local law enforcement. The Executive Director or designee shall also report these incidents ~~involving battery against staff members to the Ill. State Board of Education~~ISBE through its web-based School Incident Reporting System as they occur during the year and no later than ~~August 1~~July 31PRESSPlus4 for the preceding school year.

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 of SASED and the member district in which the student resides. All disciplinary actions so imposed shall be consistent with and subject to applicable federal and State laws and regulations related to the discipline of students with disabilities, and consistent with such students' IEPs.

Teachers, other ~~certificated~~ licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33 PRESSPlus5 ~~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 Executive Director or Program Administrator or the appropriate administrator from the student's district of residence are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. SASED in collaboration with the district of residence may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Program Guides and Student Handbook

The Executive Director or designee, may request input from the Parent Advisory Council, shall prepare disciplinary rules implementing SASED's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A program guide and/or student handbook, including SASED's disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or upon 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. §7971, Pro-Children Act of 2004.

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, 5/22-100, 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.: 2:240 (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 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension 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 and Written or Electronic Material), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to

and Conduct on SASED Property)

Adopted: December 13, 2023

PRESSPlus Comments

PRESSPlus 1. This text is moved to #7, below. **Issue 118, April 2025**

PRESSPlus 2. This definition of sexting is adapted from Merriam-Webster's definition at www.merriam-webster.com/dictionary/sexting, and it incorporates offenses under State law that address the dissemination of explicit images. A district may wish to use another definition or create its own with the board attorney. See sample administrative procedure 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, available at PRESS Online by logging in at www.iasb.com, for definitions of the italicized terms in this paragraph and their accompanying citations. See also sample administrative procedure 7:190-AP5, *Student Handbook - Electronic Devices*. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-100, added by P.A. 103-806. **Issue 118, April 2025**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-27.1A and and 10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling). **Issue 118, April 2025**

PRESSPlus 5. Updated in response to 105 ILCS 5/24-24, amended by P.A. 103-806. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:200 Suspension Procedures

With respect to disciplinary action concerning children with disabilities, the Executive Director shall develop procedures that conform to the requirements of 34 CFR 300.530 through 300.536, as well as Section 10-22.6 of the *Illinois School Code* [105 ILCS 5/10-22.6], as amended. In addition, upon the occurrence of any act that may subject the student either to expulsion from school or suspension resulting in more than ten (10) cumulative days of suspension during any one school year, a meeting of the IEP Team shall be convened to review the student's behavioral intervention plan or, if a behavioral intervention plan has not yet been developed, to develop one.[PRESSPlus1]

LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities)

Adopted: November 20, 2024

PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the association. Please consult the author and the **PRESS** sample, available by logging in at www.iasb.com, to determine necessary changes. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:210 Expulsion Procedures

The final authority for expulsion of a student programmed educationally within SASED lies with the Board of Education of the student's district of residence. The policy provided within the district of residence for expulsion of students will be followed, including the due process procedures and compliance with the provisions of IDEA. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. A student with a disability whose gross disobedience or misconduct is not a manifestation of his/her disability may be expelled pursuant to the expulsion procedures, in accordance with the district of residence, provided that the student shall continue to receive educational services as provided in his or her Individual Education Plan (IEP) during the period of expulsion.PRESSPlus1

LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. This policy's content is unique to the association. Please consult the author and the **PRESS** sample, available by logging in at www.iasb.com, to determine necessary changes. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:250 Student Support Services

The following student support services may be provided by SASED as authorized by the resident school district:

1. Health services supervised by a qualified school nurse. The Executive Director 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 s~~School counseling services. The Executive Director or designee shall annually inform all school personnel and students 12 years of age and older, in writing, of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550. PRESSPlus1

The Executive Director or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. SASED, however, assumes no liability for preventing, identifying, or treating such needs.

*Erin's Law*Counseling Options, Assistance, and Intervention

The Executive Director 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 SASED 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 SASED, if any.

Article 26A Domestic or Sexual Violence and Parenting Resource Personnel PRESSPlus2

The Executive Director or designee will ensure that at least one staff member in each school building is designated as a resource person (Article 26A Resource Person) for students who are parents, expectant parents, or victims of domestic or sexual violence and offers those services required by 105 ILCS 5/26A. See Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. The Article 26A Resource Person may be a member of the building's Student Support Committee.

The Executive Director shall ensure that ~~T~~this policy ~~shall be~~is implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq., and that it is respectful of student privacy, including that student records are maintained and their confidentiality protected in accordance with Board policy and SASED procedures. PRESSPlus3

LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, ~~and~~ 5/21B-25(G), and 5/26A.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

405 ILCS 49/, Children's Mental Health Act.

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), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/26A-40(h), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 2. Required by 105 ILCS 5/26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Consult the Board Attorney regarding this law's application to entities other than school districts. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. This policy text is based on recommendations of the second ESS Task Force. See pp. 13-14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school/program dispense the medication to the child and otherwise follow SASED's procedures on dispensing medication.

Students may receive prescription and non-prescription medication at school only when the student's parent/guardian has submitted the completed "Authorization for Administration of Medication Form". No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering prescribed medication, except for Diastat, which is to be administered by an RN or LPN.

The Program Administrator shall include this policy in the student handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form (SMA)."

The Executive Director will ensure an emergency action plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan provided the student's parent/guardian has completed a signed SMA form. A qualifying plan means: Asthma Action Plan, Individual Health Care Action Plan, allergy emergency action plan, or plan pursuant to Section 504 of Federal Rehabilitation Act of 1973 or a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.PRESSPlus1

SASED shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self- administration of medication including epinephrine injectors, asthma medication or medicines under a qualifying plan, or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless SASED and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication or medicines under a qualifying plan, or

the storage of any medication by school personnel.

SASED Supply of Undesignated Epinephrine Auto-Injectors

The Executive Director or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors for use in the Alternative School program at Southeast School in the name of SASED and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of SASED or one of its schools. The school/program nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each Program Administrator and/or his corresponding school nurse shall maintain a list of the names of trained personnel who have received a Statement of Certificate pursuant to State Law.

SASED Supply of Undesignated Opioid Antagonists

The Executive Director or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy, it means an opioid antagonist prescribed in the name of SASED or one of its schools or obtained by the District without a prescription. School/program nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

SASED Supply of Undesignated Glucagon

The Executive Director or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of SASED in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school/program nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
    a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
    b. Copies of the registry identification cards are provided to the SASED;

c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a SASED-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of SASED, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. SASED may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

SASED's Supply of Undesignated Asthma Medication section of the policy is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASED a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill SASED's prescription for undesignated school asthma medication.

SASED's Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASED a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill SASED's prescription for undesignated school epinephrine injectors.

SASED's Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Executive Director or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the Cooperative shall make reasonable efforts to maintain a supply.

SASEED's Supply of Undesignated Glucagon section of the policy is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASED a prescription for glucagon from a qualifying prescriber, or (2) fill SASED's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and SASED reserves the right not to implement it if SASED is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Executive Director or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on SASED for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.

105 ILCS 145/, Care of Students with Diabetes Act.

105 ILCS 150/, Seizure Smart School Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

Adopted: December 13, 2023

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 145/30; 105 ILCS 150/30. This is not a new requirement, but it is added to make clear in policy that self-carry may also be authorized for diabetes/seizure management. **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:310 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with SASED's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by SASED.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Governing Board policy 7:190, *Student Behavior.* PRESSPlus1 and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material

to be distributed or accessed is primarily prepared by students.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Executive Director or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-23.7.

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:315 (Restrictions on Publications; High Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior.* **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:315 Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Program Administrator or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by SASED to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with SASED's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:

    a. Commit an unlawful act;
    b. Violate any of SASED's policies; or
    c. Materially and substantially disrupt the orderly operation of the school.

SASED will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Executive Director or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of SASED or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by SASED.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Governing Board policy 7:190, *Student Behavior*, PRESSPlus1 and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Executive Director or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-20.08 and 5/27-23.7.

105 ILCS 80/, Speech Rights of Student Journalists Act.

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).

Morse v. Frederick, 551 U.S. 393 (2007).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.:1:30 (SASED Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:310 (Restrictions on Publication; Elementary Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior.* **Issue 118, April 2025**

Document Status: Draft Update

STUDENTS

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, 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. SASED 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. SASED 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, SASED 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 Executive Director shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Biometric Information Collection

The Executive Director or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial

recognition or iris or retinal scans.

Before collecting student biometric information, SASED shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, SASED shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

SASED will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from SASED, or (2) SASED receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Executive Director or designee.

The Executive Director 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; 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., and 5/26A-30. PRESSPlus1

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), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

~~ADOPTED: August 16, 2023~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

PRESS UPDATE 118 - NEW

Document Status: Draft Update - New

2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

New/Unpublished Section

Discrimination and harassment on the basis of race, color, or national origin[PRESSPlus1] negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct[PRESSPlus2]

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process[PRESSPlus3]

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, *Uniform Grievance Procedure*.

Any District employee who receives a report or complaint of discrimination or 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 discrimination or 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.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights.PRESSPlus4 To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which:PRESSPlus5

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Policy Posting and Distribution

This policy shall be posted on the District's website.PRESSPlus6 The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, staff intranet site,PRESSPlus7 and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform students and their parents/guardians of this policy by posting it on the District's websitePRESSPlus8 and including an age-appropriate summary of the policy in the student handbook(s).PRESSPlus9

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, *Student Behavior*.

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 person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

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

105 ILCS 5/22-95 (final citation pending).

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

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), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

PRESSPlus 1. This policy is created in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, the Racism-Free Schools Law (RFSL). The law requires school districts to have a written policy (or policies) in place that prohibit discrimination and harassment based on race, color, and national origin, as well as retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts.

Like other non-discrimination and harassment policies in the PRM, this new policy utilizes the existing complaint process in sample policy 2:260, *Uniform Grievance Procedure*.

The policy must contain the following: (1) descriptions of various forms of discrimination and harassment based on race, color, and national origin, including examples; (2) the district's internal process for filing a complaint regarding a violation of the policy; (3) an overview of the district's prevention and response program that includes procedures for responding to complaints of discrimination and harassment based on race, color, and national origin and retaliation; (4) potential remedies for a violation of the policy; (5) a prohibition on retaliation for making a complaint or participating in the complaint process; (6) the legal recourse available to the Ill. Dept. of Human Rights (IDHR) and federal agencies if a district fails to take corrective action; and (7) directions on how to contact IDHR.

For more information, see the PRESS Issue 114 Update Memo and the footnotes of sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 2. Required by 105 ILCS 5/22-95(b)(1)(A), added by P.A. 103-472. The examples of

discrimination and harassment under this subhead are based on definitions provided by the U.S. Dept. of Education's Office for Civil Rights, see www2.ed.gov/about/offices/list/ocr/frontpage/faq/race-origin.html#racehar1 and www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-shared-ancestry-202301.pdf, and the U.S. Equal Opportunity Employment Commission, see www.eeoc.gov/racecolor-discrimination. **Issue 118, April 2025**

PRESSPlus 3. Required by 105 ILCS 5/22-95(b)(1)(B), added by P.A. 103-472. **Issue 118, April 2025**

PRESSPlus 4. Required by 105 ILCS 5/22-95(b)(1)(F). **Issue 118, April 2025**

PRESSPlus 5. Items 1-6 must be addressed in a district's procedures for responding to complaints of discrimination and harassment based on race, color, and national origin. See sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 6. 105 ILCS 5/22-95(b)(3) (final citation pending), added by P.A. 103-472, requires districts to post this policy in their website if one exists. If the district does not maintain a website, strike this sentence, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 7. 105 ILCS 5/22-95(b)(2), added by P.A. 103-472, requires this policy to be "posted in a prominent and accessible location and distributed in such a manner as to ensure notice of the policy to all employees." A district website or staff intranet site qualifies as a prominent and accessible location. If a district does not maintain a website and/or staff intranet, delete ~~District website~~ and/or ~~staff intranet site~~ from this sentence, as applicable, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 8. If the district does not maintain a website, delete ~~posting it on the District's website and~~ from the sentence, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 9. 105 ILCS 5/22-95(b)(3), added by P.A. 103-472, requires districts to publish the policy in student handbook(s). The law also requires a district to annually distribute a "summary of the policy in accessible, age-appropriate language" to students and parents/guardians. The summary may, but does not have to be, included in a student handbook to satisfy the annual distribution requirement. For ease of administration, this sample policy refers to inclusion in the student handbook(s). Districts may find it cumbersome to include both the policy and an age-appropriate summary of the same policy in a handbook. Consult the board attorney for guidance if the district would like to include a hyperlink to the policy, rather than the full text of the policy in the handbook. The Ill. Principals Association maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/msh. **Issue 118, April 2025**

Document Status: Draft Update - New

7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

New/Unpublished Section

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents,[PRESSPlus1] or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A).[PRESSPlus2]

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year.[PRESSPlus3]
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35. All SASED Social Workers and BMS will serve as the designated resource person.[PRESSPlus4]
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person.[PRESSPlus5]
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).
5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45.[PRESSPlus6]
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40.[PRESSPlus7]
7. Ensures the prompt and equitable resolution of all Article 26A complaints

through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25.PRESSPlus8

8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f).PRESSPlus9 Confidentiality procedures will:PRESSPlus10
   a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
   b. Comply with the requirements of 105 ILCS 5/26A-30.
9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-20(c).PRESSPlus11
10. Complies with State and federal law and aligns with Board policies.PRESSPlus12

Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students,PRESSPlus13 a Complaint Manager, or any employee with whom the person is comfortable speaking.PRESSPlus14

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's

current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.PRESSPlus15

Nondiscrimination Coordinator:

Name Julia Wheaton

Address 2900 Ogden Avenue, Lisle, IL 60532

Email jwheaton@sased.org

Telephone 630-955-8107

Title IX Coordinator:

Name Julia Wheaton

Address 2900 Ogden Avenue, Lisle, IL 60532

Email jwheaton@sased.org

Telephone 630-955-8107

Complaint Managers:

Name Dan Lawler

Address 2900 Ogden Avenue, Lisle, IL 60532

Email dlawler@sased.org

Telephone 630-955-8098

Name Elizabeth Vander Woude

Address 2900 Ogden Avenue, Lisle, IL 60532

Email evanderwoude@sased.org

Telephone 630-955-8102

Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence.*

Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A 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/guardian, invitee, etc.

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

Policy ReviewPRESSPlus16

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

Retaliation Prohibited[PRESSPlus17]

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity 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 or expulsion, with regard to students.

LEGAL REF.:

105 ILCS 5/26A.

105 ILCS 10/, Ill. School Student Records Act.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

405 ILCS 49/, Children's Mental Health Act.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

23 Ill.Admin.Code §1.240 and Part 200.

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), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. An *expectant parent* is a student who (i) is pregnant and (ii) has not yet received a diploma for completion of a secondary education as defined in 105 ILCS 5/22-22. **Issue 118, April 2025**

PRESSPlus 2. This policy is created in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring school districts to ensure they have policies, procedures, and resources in place to ensure that Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma. Consult the Board Attorney regarding this law's application to entities other than school districts.

105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-30, created the first Ensuring Success in School (ESS) Task Force. Supervised by the Ill. State Board of Education (ISBE), it developed policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence; the goal was to encourage these students to stay in school, stay safe while in school, and successfully complete their education. The June 2010 report of the first ESS Task Force is available here: www.isbe.net/Documents/ess-task-force-final-report0610.pdf.

105 ILCS 5/26A-15, added by P.A. 102-466 (a/k/a *ESS Law*) and scheduled to be repealed on 12-1-25, created a second ESS Task Force supervised by ISBE, also focused on the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The second ESS Task Force was to: (1) draft and publish model policies and intergovernmental agreements for inter-district transfers, (2) draft and publish model complaint resolution procedures, and (3) identify current mandatory and new staff trainings needed.

Issue 118, April 2025

PRESSPlus 3. 105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 4. See footnote 25 in sample policy 5:100, *Staff Development*

Program, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com, for further information about training requirements. **Issue 118, April 2025**

PRESSPlus 5. 105 ILCS 5/26A-40(e), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Agents* is not defined and who is considered an agent for the district is fact-specific; consult the board attorney for guidance. **Issue 118, April 2025**

PRESSPlus 6. 105 ILCS 5/26A-45, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See detailed verification requirements and restrictions in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 7. 105 ILCS 5/26A-40, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Providing accommodations to ensure equal educational opportunities for students who are parents and expectant parents is also required by federal regulations implementing Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 et seq.) and ISBE sex equity regulations. 34 C.F.R. §106.40 and 49 C.F.R. §25.445; 23 Ill.Admin.Code §200.50. See policy 7:10, *Equal Educational Opportunities*, and sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*, available at PRESS Online by logging in at www.iasb.com. Reasonable accommodations for breastfeeding students are also required by 105 ILCS 5/10-20.60. **Issue 118, April 2025**

PRESSPlus 8. 105 ILCS 5/26A-25 and 5/26A-20(c), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, list the basic requirements for a complaint resolution procedure. Live hearings are not required but may be offered as part of the complaint resolution procedure. **Consult the board attorney if the board wants the district to use a live hearing in its complaint resolution procedure.** For an Article 26A complaint resolution procedure, see sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. See also sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of*

Domestic or Sexual Violence. Sample administrative procedures are available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 9. 105 ILCS 5/26A-45(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. The ESS Law amended the definition of *student temporary record* in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/) to include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A. **Issue 118, April 2025**

PRESSPlus 10. Required by 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

The policy text is based on recommendations of the second ESS Task Force. See p. 14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. The phrase "including any other employee" comes directly from 105 ILCS 5/26A-30(a) and is confusing because it is unclear whose employee is being referenced. The Ill. School Student Records Act (ISSRA) permits student records to be disclosed to any district employees with a "current demonstrable educational or administrative interest" in a student if disclosure is "in furtherance of such interest." 105 ILCS 10/6(a)(2). **Consult the board attorney for guidance. Issue 118, April 2025**

PRESSPlus 11. 105 ILCS 5/26A-20(c)(1)-(6), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, states elements that must be in a district's "policy on the procedures" that a student or their parent/guardian may follow if he or she chooses to report an incident of alleged domestic or sexual violence. Having a "policy on the procedures" is a misnomer because the board does not adopt procedures but rather, through policy, directs the superintendent to establish procedures to implement policy. Only the required element at 105 ILCS 5/26A-20(c)(6), to establish a complaint resolution procedure, appears in this policy's text because the remaining elements are not board work and therefore inappropriate to include in board policy. Instead, required elements from 105 ILCS 5/26A-20(c)(1)-(5) appear in sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 12. See sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com, for a list of board policies implicated by the ESS Law and that may interact with this policy. **Issue 118, April 2025**

PRESSPlus 13. If the district does not an employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 14. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 118, April 2025**

PRESSPlus 15. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please click here to submit the name and contact information that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. **Issue 118, April 2025**

PRESSPlus 16. 105 ILCS 5/26A-20(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. This provision also requires districts to review and revise any procedures that act as a barrier to Article 26A Students. Since procedure review and revision is administrator work and not board work, this requirement is addressed in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 17. 105 ILCS 5/26A-50, added by P.A. 102-466, a/k/a *ESS Law*,

eff. 7-1-25. **Issue 118, April 2025**

PRESS UPDATE 118 - REWRITTEN

Document Status: Draft Update - Rewritten

GOVERNANCE

2:265 Title IX 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)[PRESSPlus1] 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 when 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)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

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

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 Coordinator 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,[PRESSPlus2] or a Complaint Manager.
3. Notifies applicants for employment,[PRESSPlus3] 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 grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students,PRESSPlus4 a Complaint Manager, or any employee with whom the person is comfortable speaking.

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 and 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.PRESSPlus5

Title IX Coordinator:

Name Julia Wheaton

Address 2900 Ogden Avenue, Lisle, IL 60532

Email jwheaton@sased.org

Telephone 630-955-8107

Processing and Reviewing a Report

Upon receipt of a report made under this Title IX grievance procedure, 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[PRESSPlus6] 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.[PRESSPlus7]
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), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

PRESSPlus 1. Rewritten in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the

2020 Title IX regulations. See the sample policy 2:265's footnotes, available at PRESS Online by logging in at www.iasb.com, for more information. **Issue 118, April 2025**

PRESSPlus 2. If the district does not an employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 3. If your district is covered by Subpart C of Title IX, which "applies only to institutions of vocational education, professional education, graduate higher education, and public institutions of undergraduate higher education," amend this to state "applicants for admission or employment," and use the Save Status "Adopted with Additional District Edits." 34 C.F.R. §106.15(d). **Issue 118, April 2025**

PRESSPlus 4. If the district does not an employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 5. While the name and contact information is required by law to be listed, it is not part of the adopted policy and does not require board action. It is important for the updated name and contact information to be inserted into this policy and regularly monitored. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. If the district has more than one Title IX Coordinator, it should designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations. The Title IX Coordinator with ultimate oversight should be listed in this policy.

Please click here to submit the name and contact information that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 6. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney** if the board wants

the district to use a live hearing in its grievance process.

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on <u>any technology to be used at a live hearing and on</u> 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." After inserting the underscored text, use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 7. 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of proof it will use to determine responsibility of the respondent. The standard of proof selected must be applied "consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee." 85 Fed. Reg. 30373. *Preponderance of evidence* is a standard of proof used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary, 11th ed. 2019*. *Preponderance of evidence* is the standard of proof used in sample policy 2:260, *Uniform Grievance Procedure*.

Clear and convincing is a higher standard of proof, requiring more than *preponderance of evidence* but less than proof beyond a reasonable doubt. It means "evidence indicating that the thing to be proved is highly probable or reasonably certain." See *Black's Law Dictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard of proof for the district, as well as implications if a different standard of proof is used in this policy than in 2:260, *Uniform Grievance Procedure*.** For boards that choose the *clear and convincing evidence* standard of proof, delete "~~*preponderance of*~~" and insert "*<u>clear and convincing</u>*." Ensure the same standard of proof is used in 2:265-AP2, *Formal Title IX Complaint Grievance Process*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: June 11, 2025
Re: Approval of SASED's Behavioral Interventions, Policies, and Procedures for Students with Disabilities Manual

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The purpose of these procedures is to provide SASED's requirements and best practices on the use of behavioral interventions, including restrictive interventions such as physical restraint, time out and isolated time out ("RTO"), and the use of discipline with students with disabilities.

These procedures are pursuant to Board Policies 7:230, Misconduct by Students with Disabilities, and 7:190, Student Behavior. These procedures have been developed after careful review and consideration of the Illinois State Board of Education's guidelines, Behavioral Interventions in Schools: Guidelines for the Development of District Policies for Students with Disabilities (October 2024).

SASED emphasizes the use of positive behavioral interventions with students with disabilities to develop and strengthen desirable behaviors and reduce identified inappropriate behaviors. Behavioral interventions shall be used by taking into consideration the student's physical freedom and social interaction and shall be administered in a manner that respects human dignity and personal privacy and that ensures a student's rights to placement in the least restrictive environment.

Recommended Action: SASED Administration requests that the Board of Directors approve the Behavior Interventions, Policies, and Procedures for Students with Disabilities Manual as presented.



Behavioral Interventions, Policies, and Procedures for Students with Disabilities

Dr. Kim Dryier
Executive Director

May 2025

DRAFT

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Introduction

The purpose of these procedures is to provide SASED's requirements and best practices on the use of behavioral interventions, including restrictive interventions such as physical restraint, time out and isolated time out ("RTO"), and the use of discipline with students with disabilities.

The following procedures are pursuant to Board Policies 7:230, *Misconduct by Students with Disabilities*, and 7:190, *Student Behavior*. These procedures have been developed after careful review and consideration of the Illinois State Board of Education's guidelines, *Behavioral Interventions in Schools: Guidelines for the Development of District Policies for Students with Disabilities* (October 2024). The contact information to request this information from the Illinois State Board of Education is: Illinois State Board of Education, 100 North 1st Street, Springfield, IL. 62777; (217) 782-4321; ISBESpecED@isbe.net.

SASED emphasizes the use of positive behavioral interventions with students with disabilities to develop and strengthen desirable behaviors and reduce identified inappropriate behaviors. Behavioral interventions shall be used by taking into consideration the student's physical freedom and social interaction and shall be administered in a manner that respects human dignity and personal privacy and that ensures a student's rights to placement in the least restrictive environment.

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I. PROCEDURES FOR BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

The following procedures are pursuant to Board Policies 7:230, *Misconduct by Students with Disabilities*, and 7:190, *Student Behavior*. These procedures have been developed after careful review and consideration of the Illinois State Board of Education's guidelines, *Behavioral Interventions in Schools: Guidelines for the Development of District Policies for Students with Disabilities* (October 2024). The contact information to request this information from the Illinois State Board of Education is: Illinois State Board of Education, 100 North 1st Street, Springfield, IL. 62777; (217) 782-4321; ISBESpecED@isbe.net.

The District emphasizes the use of positive behavioral interventions with students with disabilities to develop and strengthen desirable behaviors and reduce identified inappropriate behaviors. Behavioral interventions shall be used by taking into consideration the student's physical freedom and social interaction and shall be administered in a manner that respects human dignity and personal privacy and that ensures a student's rights to placement in the least restrictive environment.

SASED remains committed to providing an individualized educational program for all students that fosters academic and social emotional growth. While all students enrolled in a SASED program have individual education plans, each program utilizes the Multi-Tiered System of Supports (MTSS) framework when addressing student behavior. At Tier I, all students participate in program-wide preventative systems. At Tiers II and III, behavioral interventions are implemented that are developed to support students beyond what is provided within the program-wide system. An individualized Behavior Intervention Plan (based on the results of a Functional Assessment/Analysis) will be developed for students whose behavior impedes his/her learning or that of others and the student's IEP team determines that such a plan is necessary to address that behavior.

A fundamental principle is that positive, non-aversive strategies and interventions designed to develop and strengthen desirable student's behaviors should be used whenever possible at Tiers II and III. In accordance with this principle, positive interventions shall be given the highest priority and shall always accompany the use of more restrictive procedures.

When behavioral interventions are used, they will be used in consideration of the pupil's physical freedom and social interaction. They will be administered in a manner that respects human dignity and personal privacy that will ensure a pupil's right to placement in the Least Restrictive Environment (LRE).

SASED Policies are developed in accordance with 105 ILCS 5/14-8.05 and address student discipline, suspension and expulsion procedures, bus conduct, student misconduct, and the use of time out and physical restraint.

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Behavior Oversight Committee

A Behavioral Oversight Committee (BOC) was created consisting of SASED employees and parent representation from multiple programs and positions. This committee includes, but is not limited to, teachers, paraprofessionals, school service personnel, and administrators, advocates for persons with disabilities, and individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities.

The Behavior Oversight Committee (BOC) is responsible for recommending policies to the Board for adoption and developing procedures for students with disabilities who require behavioral interventions.

The duties and responsibilities of the Behavior Oversight Committee are as follows:

1. Recommend policies to the Board for adoption and develop and review SASED procedures on the use of behavioral interventions for students with disabilities who require such intervention.
2. Ensure that SASED policies and procedures emphasize preventative strategies and positive interventions designed to develop and strengthen desirable behaviors.

SASED Steering Committee

In addition to the Behavior Oversight Committee, SASED also has a Steering Committees and professional learning communities for each program. The Steering Committee and Program Professional Learning Communities are responsible for the following in regard to behavior:

1. Review and monitor incidents involving the emergency use of restrictive interventions.
2. Ensure policy and procedures are available to parents and guardians of all students with individualized educational plans via SASED's website. SASED Board policies
3. Advise SASED administration regarding issues arising from the use of behavioral interventions.
4. Suggest needed staff development in the area of behavioral strategies and interventions.
5. Ensure the dignity and privacy of students.
6. Identify staff or consultants qualified in the area of behavior interventions.
7. Review student behavior and social emotional data (e.g. discipline referrals, physical management) and suggest improvements
8. Developing and implementing the SASED RTO Reduction Plan.

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II. LEVELS OF INTERVENTION

In accordance with Section 5/14-8.05 of the School Code of Illinois and the ISBE's *Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities* (October 2024), behavioral interventions for students with disabilities are classified under four distinct categories of generally-accepted behavior intervention methods:

- Positive Behavioral Supports and Interventions
- Reactive Nonrestrictive Interventions
- Restrictive Interventions
- Prohibited Interventions

The following are examples of behavioral interventions across the levels of intervention:

Positive Behavioral Supports and Interventions:	
Examples include: • Antecedent-Based Interventions • Adaptations/Modifications • Behavioral Momentum • Communicating with Family/Guardians • Exercise and Movement • Direct Instruction • Discrete Trial Training • Environmental/Activity Modification • Errorless Learning • First, Then • Functional Communication Training • Picture Exchange Communication System • Incidental Teaching • Naturalistic Intervention • Negative Reinforcement • Parent Training • Modeling • Music-Mediated Intervention • Pairing • Peer-Mediated Instruction • Positive Practice	• Positive Reinforcement • Power Card • Prompting • Proximity • Relationship Building • Restorative Conferencing • Scripting • Structured Play Group • Self-Management • Sensory Regulation • Shaping • Social Skills Training • Social Narratives • Task Analysis • Teaching Alternative Behaviors • Technology-Aided Intervention and Instruction • Time Delay • Token Economy • Verbal Feedback • Video Modeling • Visual Schedules • Visual Supports

Reactive Nonrestrictive Interventions:
Examples include: • Allowing Students to Escape Task • Extinction • Differential Reinforcement

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• Planned Ignoring • Redirection • Response-Cost • Non-Contingent Reinforcement • Overcorrection • Satiation

Restrictive Interventions:	**Prohibited Interventions:**
Examples include: • Detention • Suspension (in school) • Suspension (out of school) • Expulsion • Time Out • Isolated Time Out • Physical Restraint	Examples include: • Aversive Mist, Aromatics, Tastes • Corporal Punishment • Denial or Restriction of Access to Regularly Used Equipment/Devices that Facilitate the Child's Educational Functioning • Expulsion with Cessation of Services • Contingent Electric Skin Shock • Prone Physical Restraint • Mechanical Restraints • Chemical Restraint

Preventative strategies are designed to be implemented with all students in which prosocial behaviors are taught, recognized, and reinforced across all school environments. Reactive, nonrestrictive interventions are those interventions that are more targeted and may be implemented by a staff member that is specifically trained in those interventions. These interventions may be used without the development of a written individual Behavioral Intervention Plan (BIP) or inclusion in the student's Individualized Education Plan (IEP). In addition to the preventative strategies, the selection of these behavioral interventions should be research- and evidence-based. Reactive, non-restrictive interventions place emphasis on positive behavioral change(s) rather than behavioral control or negative consequences.

Restrictive interventions are those interventions that are considered appropriate during emergency situations or when non-restrictive interventions have been attempted but have been shown to be ineffective. In general, restrictive interventions significantly impact delivery of instruction, change the environment where delivery occurs, or change the length of the academic day.

Restrictive interventions should only be used when non-restrictive interventions have not been effective in addressing the problem or changing behavior. Restrictive interventions should be implemented for the minimum amount of time necessary to manage the student's behavior, should be used only in conjunction with positive interventions designed to strengthen expected behaviors, and should be replaced by less restrictive interventions as soon as reasonably possible. If restrictive interventions are implemented routinely for chronic behaviors, a

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Functional Behavioral Assessment (FBA) should be completed and reported to the student's IEP team, and a Behavior Intervention Plan (BIP) should be developed.

Highly restrictive interventions should only be utilized after a Functional Behavioral Assessment (FBA) has been completed and a Behavior Intervention Plan (BIP) has been developed and added to a student's IEP. In the event of an emergency, highly restrictive interventions can be implemented without the completion of an FBA/BIP; however, consideration for the need for the FBA/BIP should be made subsequent to the emergency situation in which one or more of the highly restrictive interventions have been implemented.

Prohibited interventions are those that are illegal or inappropriate for the student population and should not be implemented under any circumstances.

Lastly, any of the above non restrictive interventions may be considered restrictive in nature in any of the following circumstances:

- If prolonged or recurring negative behavior occurs in response to the use of the intervention; and
- If the emphasis is on behavior control rather than behavior change.

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III. CRITERIA FOR DETERMINING WHEN A STUDENT MAY REQUIRE A BEHAVIORAL INTERVENTION PLAN

Section 14-8.05 requires that policies and procedures include criteria for determining when students with disabilities may require a behavior intervention plan. SASED's criteria is as follows:

A. At every IEP conference, the IEP team will consider whether the student exhibits behavior that impedes his/her learning or that of others. If so, the IEP team will also consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior. Depending on the nature, frequency, and severity of the behavior, this may be done informally (and documented in the IEP) or through the initiation of an FBA and development of a BIP.

B. When a student experiences instances of isolated time out, time out, or physical restraint on any 3 days within a 30-day period, the school personnel who initiated, monitored, and supervised the incidents shall initiate a review meeting of the effectiveness of the procedure(s) used, review the student's FBA, including a determination as to whether a new FBA is necessary, and prepare an individual behavior plan for the student that includes, if applicable, a plan for conducting a new FBA that provides either for continued use of these interventions or for the use of other specified interventions. The individual behavior plan shall be placed in the student's temporary record. The review meeting shall also consider the student's potential need for an alternative program, for special education eligibility, or, for a student already eligible for special education, for a change in program.

    1. The review meeting must be held no later than 20 days after the third day the instance of isolated time out, time out, or physical restraint occurred. The timeline may be extended if a request for extension is received from the student's parent or guardian.

    2. The District shall invite the student's parents or guardians to participate in this review meeting and shall provide ten days' notice of its date, time, and location. An IEP meeting satisfies this review meeting requirement.

    3. The notification shall inform the parents or guardians that the student's potential need for special education, an alternative program or, for students already eligible for special education, the student's potential need for a change in program, will be considered and that the results of the review meeting will be entered into the temporary student record.

C. If the student is restrained in a supine physical restraint in at least 2 separate instances within a 30-school day period, the school personnel who initiated, monitored, and supervised the incidents shall initiate a Restraint Review, which is a review of the effectiveness of the procedures used. If the personnel involved in the restraints do not include a psychologist, social worker, nurse, or behavior specialist,

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at least one of those staff members shall be included in the Restraint Review. The State Superintendent may request that the District provide documentation from the Restraint Review. The Restraint Review must include, but is not limited to:

1. conducting or reviewing a FBA, reviewing data, considering the development of additional or revised positive behavioral interventions and supports, considering actions to reduce the use of restrictive procedures, or, if applicable, modifying the student's IEP, Section 504 plan, BIP, or other plan of care, as appropriate; and

2. reviewing any known medical or psychological limitations that contraindicate the use of a restrictive procedure, considering whether to prohibit that restrictive procedure, and, if applicable, documenting any prohibitions in the student's IEP, Section 504 plan, BIP, or other plan of care.

D. When a student engages in misconduct that results in removals of more than 10 school days during one school year, the IEP team shall develop, or review and as appropriate revise, an FBA and BIP for the student to address the behavior violation so that it does not recur.

Upon the occurrence of an incident that may subject the student either to expulsion or to suspension resulting in more than 10 cumulative school days during one school year, the IEP team shall develop, or review and as appropriate revise, an FBA and BIP for the student.

A functional behavioral assessment of the target behavior of concern is critical to the understanding of the structure and function of the behavior and the development or strengthening of more appropriate replacement or desired behaviors.

In conducting a functional behavioral assessment, a wide range of procedures should be utilized to gain a valid understanding of the target behavior. This may include direct observation of the student across times and settings, interviews with the student as well as their teachers and parents, systematic manipulation of the student's environment, and completion of other assessment measures to gain a more complete understanding of the behavior. A functional behavioral assessment should include the following components:

- A detailed description of the target behavior of concern including data on the intensity, frequency, and duration of the behavior;
- A description of the settings in which the behavior occurs and an analysis of antecedents to and consequences of the behavior;
- A description of other environmental variables that may affect the behavior (i.e. medication, medical conditions, sleep, diet, schedule, social factors);
- An examination and review of the known communicative behavior and the functional or practical intent of the behavior;
- A description of environmental modifications made to change the target behavior; and

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- An identification of appropriate behaviors that could serve as functional alternatives to the target behavior.
- Trauma informed practices and other researched based approaches regarding regulation must be incorporated into functional behavioral assessments and behavior intervention plans.

Each student receiving special education services who require the use of a restrictive behavioral intervention should have a written BIP developed by the IEP team and included in the student's IEP. Prior to writing the new BIP, the IEP team should review previous IEPs and discuss previous interventions attempted and their results. This behavioral intervention plan must include the following:

- A summary of the functional behavioral assessment findings;
- A summary of previous interventions implemented;
- A detailed description of the behavior intervention(s) to be used, including those aimed at developing or strengthening alternative, or more appropriate behaviors (i.e. personnel involved in the intervention, all procedures used, data collection and monitoring procedures);
- A list of measurable behavior changes expected and method(s) of evaluation;
- A schedule for review of intervention's effectiveness;
- A list of provisions for communicating with the parents about their student's behavior and coordinating school-based and home-based interventions

The following individuals must be informed of the student's BIP, including crisis plan discussions:

- IEP team, including SASED Program administrator
- Building leadership (i.e. member district principal and/or assistant principal, etc.)
- Other building personnel as designated by the IEP team
- Liaison officer, as applicable

A BIP is a critical element of any successful behavioral intervention (behavior change protocol). Before an intervention is selected, a continuum of possible (tiered support) interventions designed to produce the desired behavioral change(s) should be considered. The least restrictive intervention that is reasonably calculated to produce the desired effect should be selected for implementation. When evaluating an intervention for possible use, Section 14-8.05 requires that the impact of an intervention on the student's physical freedom, social interaction, personal dignity, and privacy must be carefully considered. The following additional variables should be considered when evaluating a potential intervention:

- Student autonomy: Does the student have choices and control over the intervention, their body, and their environment?
- Effectiveness: Does the intervention produce a measurable change in behavior?

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- Generality: Is the behavior change likely to maintain and generalize across environments, people, and situations?
- Social validity: Is the intervention and its outcomes considered meaningful, acceptable, and relevant by stakeholders?
- Practicality: Is the intervention feasible given the staff, resources, and environment?
- Analytic: Is the intervention based on objective data? Is it able to be monitored over time?
- Empirically valid: Is the intervention based on current behavioral research?

SASED staff should ensure that a **behavioral intervention is carried out as prescribed in the BIP,** in accordance with generally accepted professional practices, and consistent with written SASED policies and procedures. This involves training teachers, teaching assistants, and other personnel in the use of behavioral interventions and the ongoing monitoring of the intervention procedures. The use of more restrictive interventions requires greater planning, documentation, and supervision.

All students entering or enrolled in any SASED programs with a known emotional disability will have an individualized behavioral intervention plan developed by the findings of an individualized functional behavioral assessment/analysis. Such behavior intervention plans will be reviewed at least annually at the student's annual reviews. Functional behavioral assessments may be conducted and behavior intervention plans may be reviewed and amended more frequently if the following situations occur:

- A student is not showing improvement in behavior after behavioral interventions at Tiers I-III have been implemented with the student; or
- A student requires an RTO in order to preserve student safety and RTO is not included in the existing behavior intervention plan; or
- RTO's are included in the behavior intervention plan and two or more RTO's were implemented.

For students enrolled in SASED that do not have a known emotional disability, a functional behavioral assessment and behavior intervention plan will be conducted and developed under any of the following circumstances:

- A student is not showing improvement in behaviors after behavioral interventions at Tiers I-III have been implemented with the student; or
- A student requires an RTO in order to preserve student safety; or
- An RTO was implemented.

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IV. PROCEDURES FOR MONITORING THE USE OF RESTRICTIVE BEHAVIORAL INTERVENTIONS

A. Restrictive Interventions

SASED's Executive Director, or designee, will implement and monitor the Board's Policy on the implementation and use of restrictive behavioral interventions. The duties of the Executive Director or designee include:

1. Reviewing and monitoring incidents involving the emergency use of restrictive behavioral interventions;
2. Reviewing and monitoring behavioral interventions involving the use of restrictive procedures;
3. Advising the Executive Director or designee on issues arising from the use of restrictive behavioral interventions;
4. Identifying staff or consultants qualified in the area of behavioral interventions; and
5. Advising the Executive Director or designee regarding staff development in the area of behavioral interventions.

B. Highly Restrictive Interventions

See Administrative Procedures 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*, for procedures for monitoring isolated time out, time out, and physical restraint.

At least one time annually, the SASED Steering Committee/Behavior Oversight Committee shall review and analyze student behavioral data, specifically RTO's. Behavioral data will be organized by program and RTO's and other restrictive interventions will be studied and analyzed closely. Interventions will also be reviewed and analyzed to ensure implemented interventions and programs are having desired outcomes. The Steering Committee/Behavior Oversight Committee will also review research that supports proactive interventions, behavioral interventions, and programs that support students with behavioral needs. If desired outcomes are not being realized and/or research presents better possibilities, the Steering Committee will make recommendations as appropriate.

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V. TRAINING

The Executive Director or designee will periodically assess the need for training opportunities for school staff, students, and parents/guardians in the areas of SEL and behavioral intervention strategies. When applicable, the Executive Director or designee will maintain documentation of such training opportunities. Training for staff who may implement time out, isolated time out, and/or physical restraint will be provided according to ISBE rules (23 Ill. Admin. Code 1.285(h)).

VI. DISTRIBUTION

SASED will inform its students about these policies and procedures annually and copies will be provided to parents or guardians of all students receiving special education services in the following manner:

- Within 15 days after policies and procedures are adopted by the Board, and
- Within 15 days after the Board has amended its policies and procedures, and
- At the time an IEP is first implemented for a student, and
- At the student's annual review, the LEA representative of the IEP team will explain the policies and procedures, provide a copy of the policies to the parents and/or guardians, and provide a copy of the procedures upon request of any parents and/or guardians.

Also, Parents and Guardians of all SASED's students will have access to local SASED policies and procedures on the use of behavioral interventions via SASED's website. All Parents and guardians will be provided this information at the beginning of every school year via the SASED Student Handbook. Should policies or procedures regarding the use of behavioral interventions change throughout the school year, parents and guardians will be notified of such changes via email.

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VII. Family Involvement

The parents or guardians must be notified within 24 hours when a restrictive procedure is used.

Family Involvement:
Parents and/or guardians have the right to be involved in the development of any behavioral intervention/management plan utilizing restrictive procedures. Such involvement includes, but is not limited to, participating in the designing, implementation, and evaluation of interventions. Parents and guardians should be provided with copies and/or explanations of the functional analysis conducted and the behavioral intervention plan developed for their child.

Notification:
The student's parents or guardian shall be provided written notification of the rationale, procedures, and possible outcomes of a behavioral intervention/management plan developed at an IEP meeting, in accord with the special education requirements.

Documentation in the IEP:
All children with disabilities have a right to a free and appropriate public education, as specified in the federal and state statutes. An IEP is required for students to receive special education services and the IEP is the foundation for ensuring that a student is provided with appropriate educational and related services. A Behavior Intervention Plan (BIP) is developed to address specific behavior(s) that are impeding the student's ability to access or participate in his education and/or impeding other students' learning. Any BIP that is implemented for a student eligible for special education services is part of the IEP. The BIP for a student eligible for special education services should be developed by the student's multidisciplinary IEP team.

Appeal and Due Process Procedures:
All procedural safeguards, including rights to conflict resolution, mediation, and an impartial due process hearing, as required through the Individuals with Disabilities Education Act and the School Code, shall be applicable to the resolution of disputes involving Behavioral Intervention Plans.

If the parent or guardian disagrees with a proposed restrictive behavioral intervention, the SASED Cooperative in conjunction with the serving and home districts will work with the parent to attempt resolution of the dispute. The parents may request a due process hearing as provided by Section 226.605 and 226.615 of 23 Illinois Administrative Code.

The SASED Cooperative shall ensure that parents are fully informed of their due process rights.

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Parents Educational Rights and Responsibilities:

https://www.isbe.net/Documents/Parent-Guide-Special-Ed-Aug20.pdf
https://www.isbe.net/Documents/Parent-Guide-Special-Ed-Aug20-Spanish.pdf

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Physical Restraint, Time Out, and Isolated Time Out (RTO)

The Illinois School Board of Education has developed a Bill of Rights regarding physical restraint, time out, and isolated time out. SASED is dedicated to ensuring a safe, healthy, and supportive learning environment for all students. SASED grounds itself in its Mission and Vision which states "SASED is committed to being the innovative leader that inspires, creates, and implements best practices in education for all" and "to maximize student outcomes." Students in SASED programs have complex and multi-faceted needs, at times resulting in an imminent threat to themselves, students or others. As such, the Bill of Rights is being included in this document, as well as SASED's RTO Reduction Plan and SASED's procedures for responding to RTO's.

The ISBE Bill of Rights states:
"This Bill of Rights provides parents and guardians with an overview of the requirements and rights related to the use of physical restraint, time out, and isolated time out (RTO). RTO should be used as a last resort and only when the threat of imminent danger of serious physical harm exists. The information presented in this guide is not meant to be exhaustive and does not include a complete explanation of all the laws. However, at a minimum, parents and guardians should be aware of their rights when RTO is utilized to ensure the safety and well-being of their child.

Terms to Know

- **Chemical Restraint:** Using medication to control a student's behavior or to restrict a student's movement.*
- **Imminent Danger:** A situation in which a student presents a danger to the safety and well-being of himself, herself, or another person and is likely to cause immediate physical harm.
- **Isolated Time Out:** Involuntary confinement of a student alone in a time out room or other enclosure outside of the classroom without a supervising adult in the time out room or enclosure.
- **Mechanical Restraint:** Using a device or equipment that limits or prevents a student's movement.*
- **Physical Restraint:** Holding or restricting a student's movement.
- **Prone Restraint:** A physical restraint in which a student is held face down and physical pressure is applied to the body to prevent movement.*
- **Time Out:** Involuntary monitored separation of a student from classmates with a trained adult in the room for part of the school day or for a brief time in a non-locked setting.

**Not permitted to be used in Illinois public and nonpublic schools.*

RTO Standards

RTO may be used when:

- Your child's behavior may cause serious physical harm to self or others.
- The school tried to calm your child down with other techniques before using RTO.
- Your child has no known health reasons that RTO should not be used.
- Your child calms down and there is no longer a risk of serious physical harm to self or others.

RTO must end when:

- Your child calms down and there is no longer a risk of serious physical harm to self or others.
- Your child says that he/she/they is unable to breathe.
- Staff recognize that your child is having a difficult time breathing.

RTO must not be used if:

- Your child has health concerns and using RTO could harm your child.
- Your child did not follow directions.
- Your child was verbally disrespectful or rude.
- Your child was cursing.
- Your child tried to damage property.
- The school staff wants to punish your child.

Student Rights While Placed in a Time Out or Isolated Time Out

- The room must meet all safety requirements of the law. The door shall not be locked, and the doorway may not be blocked with furniture or other objects.
- During a timeout, an adult must remain in the room with the student.
- A student may only be placed in isolated time out when the supervising adult would be in danger of serious physical harm from the student. An adult will remain outside of the room.
- While in time out or isolated time out, a student must be allowed to go to the bathroom or take regularly scheduled medicine.
- If a time out or isolated time out occurs during lunch or a regularly scheduled snack time, food or drink must be offered to the student.
- Clothing items shall remain in place. Items may only be removed if there is a risk of self-injury or injury to others.
- Staff must never leave a student alone. They must continually check on the student to make sure the student has calmed down and can return to class.

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Parent/Guardian Bill of Rights After an RTO Event

1. **Notification:** The school should attempt to notify you on the same day of the RTO event.
2. **Written Explanation:** Within one day (unless the next day is a weekend or holiday), you should receive a written explanation of the event.
3. **Right to Meet:** Within two days (unless the next day is a weekend or holiday), you should be notified of the right to schedule a meeting. The meeting should be held two days after your request is made. You may meet in person, via telephone, or virtually.
4. **Meeting:** During the meeting, everyone should talk about what happened and what could have been done differently. You may ask questions, make suggestions, and share what works best for your child. The goal is to prevent future RTO events.
5. **Meeting Notes:** You must be provided a copy of the meeting notes.

How to File a Complaint

If you feel your child's rights have been violated during a RTO event, you may file a RTO state complaint. A complaint must be filed within one year of the RTO incident. There is no cost to file a complaint, and you do not need an attorney. To file a complaint or to request assistance, you may contact the Illinois State Board of Education at 217-785-5585 or by emailing restrainttimeout@isbe.net."

You can find a copy of the Bill of Rights here.

You can find a Frequently Asked Questions document here.

SASED RTO Reduction Plan

SASED currently has an RTO Reduction Plan on file with ISBE. You can find SASED's RTO Reduction Plan here.

SASED RTO Procedures

1. After a physical restraint incident has ended, the person who filled out the behavior log, hands it to the staff member who initiated (lead) the restraint.
2. The staff member who initiated (lead) the physical restraint, completes the ISBE Physical Restraint and Time Out Form, which documents what happened before the restraint and why the team went hands on. This form must be completed in its entirety.
3. The staff member who initiated (lead) the physical restraint and completed the form, emails administration as soon as possible, notifying them that there was an incident that involved a physical restraint.
4. The staff member who initiated(lead) the physical restraint and completed the ISBE documentation form will scan the behavior log to the student's case manager. Then he/she will give the hard copy of the paperwork to the student's case manager for the case manager to enter into Embrace BIR (Both the top and the bottom portion of the BIR needs to be entered). **If the case manager is not in school, give the hard copy of the paperwork to the BMS/SW. If both are absent provide the paperwork to the administrator and inform them the case manager and BMS/SW are absent.**
5. Student's Case manager contacts home the same day and reports the restraint.
6. Student's case manager emails administration letting them know the BIR is ready for review. Administrator will schedule a debrief meeting. This meeting should include all members involved with the restraint (listed on the paperwork), administrator, the student's BMS/SW and Case Manager. Debriefing must happen within 48 hours of the restraint.
7. Administrator emails the paperwork (form and Parent Bill of Rights) to the student's guardians (form, restraint log, ISBE complaint form, and procedural safeguards). The following are CC'd on the email to the family: Physicalmanagement@SASED.org, District representative, Assistant Director of Programs, BMS/SW, and program assistant.
8. Program Assistant places a printed copy in the student's temporary file.
    a. For Pathways only: Administration schedules an Intervention Review meeting if a student has had 3 RTOs in a month.

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SASED District Behavioral Policies for Students with Disabilities

6:65 Student Social and Emotional Development
6:120 Education of Students with Disabilities
    6:120 AP1-E2 Exhibit- Special Education Required Notice and Consent Form
7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
7:190 Student Behavior
    7:190 AP1- Hazing Prohibited
    7:190 AP2- Gang Activity Prohibited
    7:190 AP3- Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students
    7:190 AP4- Use of Isolated Time Out, Time Out, and Physical Restraint
    7:190 AP5- Electronic Devices
    7:190 AP6- Guidelines for Investigating Sexting Allegations
    7:190 AP7- Student Discipline Guidelines
    7:190 AP8- Student Re-Engagement Guidelines
    7:190 AP9- Administrative Transfer to Regional Safe School
7:200 Suspension Procedures
    7:200 Exhibit 1 Short Term Out-of-School Suspension (1-3 days) Reporting Form
    7:200 Exhibit 2- Long Term Out-of-School Suspension (4-10 days) Reporting Form
7:220 Bus Conduct
7:230 Misconduct by Students with Disabilities

Additional SASED Forms

Functional Behavioral Assessment
Behavior Intervention Plan
Documentation for the Use of Restrictive Interventions Form: Non Physical Management
Request for the Use of Restrictive Interventions Form
Documentation of Use of Physical Management Form

Additional SASED Resources

2024-2025 RTO Reduction Plan

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ISBE Resources

Guidance Document: Behavioral Interventions in Schools: Guidelines for the Development of District Policies for Students with Disabilities

Sample Forms

1. Functional Behavioral Assessment Summary Form
2. ISBE Physical Restraint and Time Out Reporting Form
3. Special Education Required Notice and Consent Forms
4. Behavioral Intervention Plan Summary Form
5. ISBE IEP Instructions

Resources

1. Behavior
    - OSERS' Guide to Positive Proactive Approaches to Supporting Children with Disabilities
    - OSERS' Questions and Answers: Addressing the Needs of Children with Disabilities and IDEA's Discipline Provisions
    - OSERS' 2016 Dear Colleague Letter
    - Supporting Students with Disabilities and Avoiding the Discriminatory Use of School Discipline under Section 504 of the Rehabilitation Act of 1973
        - Fact Sheet
2. FBAs/BIPs
    - ISBE Guidance on Time Out & Restraint
    - ISBE Physical Restraint/Time Out Form
    - OSERS' 2007 Letter
3. Family and Community Collaboration
    - ISBE Parent Guide on Educational Rights and Responsibilities
    - DHS PUNS Brochure

DRAFT

RESOLUTION AUTHORIZING TRANSFER OF MONIES FROM
EDUCATIONAL FUND TO OPERATIONS AND MAINTENANCE FUND

WHEREAS, the Board of Directors ("Board") of the School Association for Special Education in DuPage County ("SASED") is authorized, pursuant to Section 17-2A of the Illinois *School Code* (105 ILCS 5/17-2A), to transfer monies from the Educational Fund to the Operations and Maintenance Fund; and

WHEREAS, there are presently more than sufficient funds in the Educational Fund to meet currently anticipated expenditures relating to education; and

WHEREAS, there are insufficient funds in the Operations and Maintenance Fund to meet currently anticipated expenditures in that fund relating to operations and maintenance; and

WHEREAS, a public hearing has been held on this date; and

WHEREAS, notice of the public hearing was: (1) published at least 7 days and not more than 30 days prior to the hearing, in a newspaper of general circulation within SASED, and (2) posted at least 48 hours before the hearing, at the principal office of the Board, both such notices setting forth the time, date, place and subject matter of the hearing on the proposed transfer of funds; and

WHEREAS, the Board has determined that Eight Hundred Seventy Eight Thousand One Hundred Ninety Six Dollars ($878,196.00) should be permanently transferred from the Educational Fund to the Operations and Maintenance Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SASED AS FOLLOWS:

1. The Board finds the preambles of this Resolution to be true and correct and incorporates the same herein.

2. The SASED Treasurer is hereby directed to transfer the sum of Eight Hundred Seventy Eight Thousand One Hundred Ninety Six Dollars ($878,196.00) from the Educational Fund to the Operations and Maintenance Fund on a permanent basis.

3. The Secretary of the Board is directed to cause to be served upon the SASED Treasurer a certified copy of this Resolution.

4. This Resolution shall be in full force and effect upon its adoption.

Adopted this 11th day of June, 2025, by the following roll call vote:

Member _____ moved that the foregoing Resolution be adopted and Member _____ seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYES:_____

NAYS:_____

ABSTAIN:_____

ABSENT:_____

The Chairperson declared the motion carried and the Resolution duly adopted.

BOARD OF DIRECTORS OF SASED

By:_____
Chairperson

Attest:_____
Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Directors ("Board") of the School Association for Special Education in DuPage County ("SASED"), and that as such Secretary I am the keeper of the records and files of the Board.

I do further certify that the foregoing is a full, true and complete copy of the Resolution adopted by the Board at its meeting held on the 11th day of June, 2025, said Resolution entitled:

RESOLUTION AUTHORIZING TRANSFER OF MONIES FROM
EDUCATIONAL FUND TO OPERATIONS AND MAINTENANCE FUND

a true, correct and complete copy of which Resolution as adopted at said meeting appears in the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held in strict compliance with the applicable provisions of the Illinois *Open Meetings Act* and the Illinois *School Code*, and that the Board has complied with all of the applicable provisions of said Act and said Code and with all of the applicable procedural rules of the Board in the conduct of said meeting.

IN WITNESS WHEREOF, I have hereunto affixed my official signature at Lisle, Illinois, this 11th day of June, 2025.

_____
Secretary, Board of Directors of SASED

School Association for Special Education in DuPage
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Dr. Kim Dryier
Executive Director

ACTION ITEM

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Rachel Wisniewski, Assistant Director of Business/CSBO
Date: June 11, 2025
Re: Authorization to release July 2025 disbursements prior to the August 2025 Board of Directors meeting

---

Purpose: To pay July invoices in a timely manner.

Summary: The next scheduled board meeting will be held August 6, 2025, which creates an eight-week span before bills can be approved and paid. This increment is typically four weeks. The business office would like to do a check run on July 9, 2025. The bills would be subject to ratification at the August 6, 2025 board meeting and would be included in the bill list.

Recommended Action*:* The Administration respectfully requests permission to pay the July bills on July 9, 2025, prior to the ratification of said bills at the Board of Directors meeting to be held on August 6, 2025.

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Addendum

This Addendum is attached to, becomes part of, and amends the Office Lease dated 5/2/16 and Amendment to Lease dated 6/20/18 regarding the property located at 2900 Ogden Ave., Lisle, IL., by and between 2955,LLC, an Illinois Limited Liability Company ("Landlord") and SASED, a special education cooperative organized and operating under the School Code of the State of Illinois ("Tenant"). The Office Lease dated 5/2/16 and Amendment to Lease dated 6/20/18 are hereinafter collectively referred to as "the Lease."

The following paragraphs of the above-referenced Lease shall be amended as follows:

Article 2., Term; The Term of the Lease shall Commence June 1, 2025 (Commencement Date) and shall End May 31, 2031 (Expiration Date);

Article 3., Base Rent; Beginning on the Commencement Date Base RENT shall be $660,000.00 annually, or $55,000.00 per month and beginning June 1, 2026 shall escalate two percent (2%) annually in accordance with the below schedule.

Article 24., Tenant and Landlord represent to each other that neither party has dealt with any broker in connection with this Addendum and both parties agree to indemnify and hold the other harmless from all damages, liabilities, claims,losses, costs and expenses arising from any claims or demands of any broker for any commission alleged to be due such broker in connection with the Premises and this Lease Addendum.

Lease Termination Option: Notwithstanding the Term of the Lease or any other provision in the Lease or this Addendum, Tenant, in its sole discretion, shall have the option to terminate the Lease effective at the end of the day on any of the dates listed below, by providing a written termination notice to Landlord no later than the corresponding notice date identified below.

For termination effective at the end of the day on	Notice must be provided no later than
May 31, 2027	November 30, 2026
May 31, 2028	November 30, 2027

Any such termination notice is to be provided in a manner in accordance with the Notice provisions set forth in Article 25 of the Lease.

In the event the Tenant exercises this Lease Termination Option and is otherwise in compliance with the Lease, the Tenant's Deposit (as defined in Article 27 of the Lease),

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or any balance thereof, shall be returned to Tenant upon termination or upon any later date on which Tenant vacates the Premises.

All other terms and conditions of the Lease and Amendment to Lease are in full force and effect.

Accepted and agreed as Landlord	Accepted and agreed as Tenant
X_____	X_____
2955 LLC, an Illinois Limited Liability Corporation.	School Association for Special Education in DuPage County SASED Board of Directors
By: Thomas Lichner	By:_____
It's: Managing Director	It's: Chairperson
	Attest:_____
	It's: Secretary
Date: 6/2/25	Date:_____

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Dr. Kim Dryier
Executive Director

INFORMATIONAL

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: June 11, 2025
Re: Committee Updates

Summary: Below are updates for the SASED Board committees:

Finance Committee:
The Finance Committee met on June 4, 2025. The following was discussed:

- Medicaid Cost Settlement - The FY23 Annual Cost Report has been completed and certified. Embrace assesses a 5% fee to the settlement amount. SASED anticipates receiving a net amount of $1,039,495 from the FY23 Medicaid Annual Cost Settlement in late June or July 2025. These funds will be used to offset tuition costs in FY26 through categorical allocations to programs and services. Attached is the breakdown of the settlement amount by cost pool, the distribution of the settlement across programs, and a comparison of the budgeted tuition rates to the adjusted tuition rates reflecting the Annual Cost Settlement allocation for your review.
- Facility Cost Analysis- An updated Facility Cost analysis was presented to the Finance Committee. When looking only at the comparison of staff needed for SASED's current model to the anticipated staff needed for a centralized location, an overall decrease in cost was estimated to be $4,000,000. SASED also conducted a cost analysis if services were to expand to include 20 additional classrooms (10 Autism, 10 ED). If SASED was to expand to serve 170 district students currently placed out of district, a savings of $4.7 million was estimated. SASED staff were asked to make a few revisions. Once the revisions are complete, Dr. Dryier will share with the Board.
- Priorities for the 2025/26 school year were reviewed and will be included in the Strategic Plan.

Next Meeting: September 3, 2025 at 8:00 AM

Facilities Planning Committee:

- Facilities Planning Committee meeting was cancelled
- Next Meeting: August 27, 2025 - 2:00 PM

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Dr. Kim Dryier
Executive Director

INFORMATIONAL

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: June 11, 2025
Re: Strategic Plan

Strategic Plan Updates:

The end of year Strategic Plan Update can be found here.

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